



**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

Board of Directors

August 15, 2019

4:30 PM

Macomb Community College  
Center Campus University Center  
44575 Garfield Rd.  
Clinton Township, MI 48038

**AGENDA**

1. Call to order
2. Approval of Agenda
3. Approval of the July 18, 2019 Meeting Summary
4. Public Comment
5. Reports of Standing Committees
  - a. Executive and Policy Committee/Finance and Budget Committee Joint Meeting
    - i. Financial Reports for June 2019 – Action
    - ii. Financial Reports for July 2019 - Action
    - iii. FY 2020 Budget Public Release
      1. FY2021 and FY2022 Projections
    - iv. RFP Releases
  - b. Planning and Service Coordination Committee
    - i. Fare Study Presentation Update
    - ii. FY 2020-FY2022 DBE Goal Presentation
    - iii. RFP Releases
    - iv. Master Plan Update
      1. MetroQuest Survey
      2. Open House Overview
  - c. Public Transit Providers Advisory Council – did not meet
  - d. Citizens Advisory Committee
6. Report from RTA General Manager
7. New Business
  - a. Future Meeting Location Change Reminder:
    - i. September Board Meeting in Oakland County
    - ii. October Board Meeting in Wayne County
8. Adjourn

*The Board may, at its discretion, revise this agenda or take up any other issues as needed and time allowed.*

*Request for reasonable accommodations at RTA meetings require advance reservations. Individuals with disabilities requiring assistance should contact RTA Information Services at least 48 hours in advance of the meeting. Contact Virginia Lickliter at 313-402-1020.*

*Documents and information are available in a variety of formats. Contact the RTA Information Center at [info@rtamichigan.org](mailto:info@rtamichigan.org) or call 313-402-1020 to discuss your format need. Further information can be found at [www.rtamichigan.org](http://www.rtamichigan.org) or by calling Virginia Lickliter at 313-402-1020.*

**Proposed Meeting Summary  
Regional Transit Authority of Southeast Michigan  
Board of Directors  
Thursday, July 18, 2019**

**1. Call to order at 4:42 PM**

Board Members Present:

Paul Hillegonds, Chair; Donald Morandini; Chuck Moss; John Swatosh; Erica Robertson; June Lee; Alma Wheeler Smith; Ned Staebler

RTA Representatives Present:

Matt Webb; Virginia Lickliter; LaShauna Morris

**2. Approval of Agenda**

Moved by Chuck Moss and supported by Erica Robertson to approve the revised agenda, striking the June 2019 Financial Reports. Adopted unanimously, as amended.

**3. Approval of the June 20, 2019 Meeting Summary**

Moved by Alma Wheeler Smith and supported by John Swatosh to approve the June 20, 2019 Meeting Summary. Adopted unanimously.

**4. Public Comments**

John Kreig, Ypsilanti resident, provided comments in relation to support of the RTA Board.

**5. Reports of Standing Committees**

**a. Joint Executive and Policy/Finance and Budget Committee**

**i. Financial Reports for May 2019 - Action**

The Financial Reports for May 2019 were presented, as provided in the meeting packet.

Moved by John Swatosh and supported by June Lee to approve the May 2019 Financial Reports. Adopted unanimously.

**ii. FY 2019 Budget Amendment – Action**

Mr. Webb presented Budget Amendment 2019-3. The Amendment was to include funding awarded to the RTA for FY2019 Michigan Mobility Challenge, awarded by the State of Michigan in January 2019.

Moved by John Swatosh and supported by Alma Wheeler Smith to approve Budget Amendment 2019-3. Adopted unanimously.

**iii. FY2020 Budget V1 Update**

Matt Webb provided an overview of the Draft Version of the FY2020 Budget. presentation included:

- FY202 Budget Priorities Schedule Cadence
- Federal and State Funded Projects
- Administrative Priorities
- Budget Assumptions in relation to both revenue and expenditures
- Budget Risks
- Projects and Proposals that are currently unfunded

**b. Planning and Service Coordination Committee**

**i. Coordinated Human Services Plan Development Contract- Action**

Mr. Webb requested approval to enter into contract with Nelson\Nelgaard Consulting Associates, Inc. to deliver a regional Coordinated Human Services Transportation Plan. The Selection Committee, along with a Board of Directors representative, participated in video conference interviews on July 9, 2019. Based on the outcomes of both the proposal scores and interviews, the Selection Committee recommended the contract with Nelson\Nygaard.

Moved by Don Morandini and supported by Alma Wheeler Smith to enter into contract with Nelson\Nygaard for requested services contained within RFP #2019-002. Adopted unanimously.

**ii. Master Transit Plan Update**

Matt Webb provided a detailed presentation of the components of a potential Master Transit Plan, as included in the meeting packet. Mr. Webb acknowledged the work of the Providers in the development of the vision for enhancing mobility services to meet the needs of the people of the region. Highlighted in the presentation included:

- The state of the transit and mobility system currently
- Improvements to local bus services
- Near-term priorities and aspirational goals

- The need for enhanced community transit for members of the community with cognitive or physical challenges
- New Mobility Services, utilizing technology
- The investment in workforce development for the successful maintenance of a highly skilled workforce to improve access and performance of transit

Mr. Webb further stated that the RTA will also facilitate Committee/Board and Open House Meetings in Oakland, Macomb, and Wayne Counties to gain feedback in relation to the needs of the people throughout the region.

Paul Hillegonds, recognized the Board of Directors, provided a history of the Regional Transit Authority of Southeast Michigan, and brief background on past Master Plan Proposals.

**c. Public Transit Providers Advisory Council – did not meet**

**d. Citizens Advisory Committee – No report**

**6. Report from RTA General Manager**

Mr. Webb provided a summary of the General Manager's Report, as included in the packet.

**7. New Business**

Matt Webb presented the proposed schedule and locations for the RTA Committees, Board, and Public Open House Meetings:

- August 15, 2019 – Macomb Community College – Center Campus at the University Center
- September 19, 2019 – Pontiac City Council Chambers

**8. Meeting adjourned at 5:46 PM**

**Regional Transit Authority of Southeast Michigan**  
**Income Statement**  
Month ended June 30, 2019

	June 2019	FY 2018-2019 Year-to-Date Totals			% of
	Actual	Actual	Budget	over Budget	Budget
<b>Revenue</b>					
410.00 Grant Revenue		0.00	0.00	0.00	
410.01 Federal Grant Revenue	38,434.36	945,041.44	2,385,999.00	(1,440,957.56)	39.61%
410.02 State Grant Revenue	97,585.38	624,558.81	1,839,743.00	(1,215,184.19)	33.95%
410.03 State Matching Revenue	9,608.59	64,073.68	237,500.00	(173,426.32)	26.98%
410.04 Federal Grants passed thru State		0.00	772,343.00	(772,343.00)	0.00%
410.09 Other Grant Revenue	3,000.00	27,000.00	50,000.00	(23,000.00)	54.00%
410.91 LBO Match Revenue		177,069.88	177,070.00	(0.12)	100.00%
410.92 In-Kind Revenue	1,484.41	6,197.87	0.00	6,197.87	
<b>Total 410.00 Grant Revenue</b>	<b>\$ 150,112.74</b>	<b>\$ 1,843,941.68</b>	<b>\$ 5,462,655.00</b>	<b>\$ (3,618,713.32)</b>	<b>33.76%</b>
440.00 Interest Income	36.86	1,045.48	0.00	1,045.48	
<b>Total Revenue</b>	<b>\$ 150,149.60</b>	<b>\$ 1,844,987.16</b>	<b>\$ 5,462,655.00</b>	<b>\$ (3,617,667.84)</b>	<b>33.77%</b>
<b>Expenses</b>					
Total 501.00 LABOR	\$ 19,870.42	\$ 204,889.32	\$ 484,312.00	\$ (279,422.68)	42.31%
502.00 FRINGE BENEFITS		0.00	234,356.00	(234,356.00)	0.00%
<b>Total 502.00 FRINGE BENEFITS</b>	<b>\$ 19,898.72</b>	<b>\$ 118,334.25</b>	<b>\$ 234,356.00</b>	<b>\$ (116,021.75)</b>	<b>50.49%</b>
503.00 SERVICES		0.00	0.00	0.00	
503.01 Legal	2,022.70	25,504.75	80,000.00	(54,495.25)	31.88%
503.02 Audit		15,944.90	20,000.00	(4,055.10)	79.72%
503.03 Accounting		0.00	20,000.00	(20,000.00)	0.00%
503.04 Communications	7,500.00	33,750.00	45,000.00	(11,250.00)	75.00%
503.05 Website		0.00	15,000.00	(15,000.00)	0.00%
503.06 Technical Contracts	94,802.38	437,497.49	2,460,774.00	(2,023,276.51)	17.78%
503.08 Legislative Services	3,000.00	27,000.00	36,000.00	(9,000.00)	75.00%
503.09 Transportation Services		0.00	0.00	-	
503.29 Transportation Services - Operations		739,608.61	722,601.00	17,007.61	102.35%
503.292 LBO Match		177,069.88	177,070.00	(0.12)	100.00%
<b>Total 503.29 Transportation Services - Operations</b>	<b>\$ 0.00</b>	<b>\$ 916,678.49</b>	<b>\$ 899,671.00</b>	<b>\$ 17,007.49</b>	<b>101.89%</b>
503.69 Transportation Services - Software, applications		0.00	0.00	0.00	
<b>Total 503.09 Transportation Services</b>	<b>\$ 0.00</b>	<b>\$ 916,678.49</b>	<b>\$ 899,671.00</b>	<b>\$ 17,007.49</b>	<b>101.89%</b>
503.10 In-Kind Match	1,484.41	6,197.87	0.00	6,197.87	
503.99 Other Services		0.00	0.00	0.00	
503.990 Public Education Initiatives		0.00	60,000.00	(60,000.00)	0.00%
503.999 Other Contract		10,319.90	25,000.00	(14,680.10)	41.28%
<b>Total 503.99 Other Services</b>	<b>\$ 0.00</b>	<b>\$ 10,319.90</b>	<b>\$ 85,000.00</b>	<b>\$ (74,680.10)</b>	<b>12.14%</b>
<b>Total 503.00 SERVICES</b>	<b>\$ 108,809.49</b>	<b>\$ 1,472,893.40</b>	<b>\$ 3,661,445.00</b>	<b>\$ (2,188,551.60)</b>	<b>40.23%</b>

**Regional Transit Authority of Southeast Michigan**  
**Income Statement**  
Month ended June 30, 2019

	June 2019	FY 2018-2019 Year-to-Date Totals			
	Actual	Actual	Budget	over Budget	% of Budget
<b>504.00 MATERIAL AND SUPPLIES</b>		0.00	0.00	0.00	
<b>504.01 Postage</b>		59.76	0.00	59.76	
<b>504.02 PC &amp; Computers</b>		0.00	10,000.00	(10,000.00)	0.00%
<b>504.03 Printing</b>		17.23	0.00	17.23	
<b>504.04 Office Supplies</b>	42.43	748.99	5,000.00	(4,251.01)	14.98%
<b>504.05 Furniture</b>		871.96	0.00	871.96	
<b>Total 504.00 MATERIAL AND SUPPLIES</b>	<b>\$ 42.43</b>	<b>\$ 1,697.94</b>	<b>\$ 15,000.00</b>	<b>-\$ 13,302.06</b>	<b>11.32%</b>
<b>505.00 UTILITIES</b>		0.00	0.00	0.00	
<b>505.01 Telephone</b>	465.67	4,190.60	15,000.00	(10,809.40)	27.94%
<b>505.02 Online Services</b>	217.97	3,070.47	0.00	3,070.47	
<b>Total 505.00 UTILITIES</b>	<b>\$ 683.64</b>	<b>\$ 7,261.07</b>	<b>\$ 15,000.00</b>	<b>\$ (7,738.93)</b>	<b>48.41%</b>
<b>506.00 INSURANCE</b>		0.00	0.00	0.00	
<b>506.01 D&amp;O Liability Insurance</b>		12,935.00	23,500.00	(10,565.00)	55.04%
<b>506.03 Other Insurance</b>		0.00	0.00	0.00	
<b>Total 506.00 INSURANCE</b>	<b>\$ 0.00</b>	<b>\$ 12,935.00</b>	<b>\$ 23,500.00</b>	<b>\$ (10,565.00)</b>	<b>55.04%</b>
<b>507.00 TRAVEL</b>		0.00	25,000.00	(25,000.00)	0.00%
<b>507.01 Travel Expenses</b>		2,667.41	0.00	2,667.41	
<b>507.02 Mileage</b>		1,068.67	0.00	1,068.67	
<b>507.03 Conferences</b>		4,251.97	0.00	4,251.97	
<b>Total 507.00 TRAVEL</b>	<b>\$ 0.00</b>	<b>\$ 7,988.05</b>	<b>\$ 25,000.00</b>	<b>\$ (17,011.95)</b>	<b>31.95%</b>
<b>509.00 MISCELLANEOUS EXPENSES</b>		0.00	0.00	-	
<b>509.01 Subscriptions/Memberships</b>	125.00	1,968.00	7,500.00	(5,532.00)	26.24%
<b>509.02 Meeting /Retreats</b>	478.04	11,881.96	20,000.00	(8,118.04)	59.41%
<b>509.03 Board Reimbursement</b>	25.00	589.40	8,000.00	(7,410.60)	7.37%
<b>509.09 Bank Fees</b>	130.00	964.30	0.00	964.30	
<b>509.99 Other Miscellaneous Expenses</b>	50.00	2,507.09	10,000.00	(7,492.91)	25.07%
<b>Total 509.00 MISCELLANEOUS EXPENSES</b>	<b>\$ 808.04</b>	<b>\$ 17,910.75</b>	<b>\$ 45,500.00</b>	<b>\$ (27,589.25)</b>	<b>39.36%</b>
<b>513.00 DEPRECIATION</b>		32.47	0.00	32.47	
<b>Total Expenses</b>	<b>\$ 150,112.74</b>	<b>\$ 1,843,942.25</b>	<b>\$ 4,504,113.00</b>	<b>\$ (2,660,170.75)</b>	<b>40.94%</b>
<b>Net Revenues over Expenditures</b>	<b>\$ 36.86</b>	<b>\$ 1,044.91</b>	<b>\$ 958,542.00</b>	<b>\$ (957,497.09)</b>	<b>0.11%</b>

# Regional Transit Authority of Southeast Michigan

## Income Statement Comparison

October 2018 - June 2019

		Total	
	Oct 2018 - Jun 2019	Oct 2017 - Jun 2018 (PY)	% Change
<b>Revenue</b>			
403.00 Local Bus Operating Funds		142,698.00	-100.00%
410.00 Grant Revenue			
410.01 Federal Grant Revenue	945,041.44	1,640,569.42	-42.40%
410.02 State Grant Revenue	624,558.81	389,829.54	60.21%
410.03 State Matching Revenue	64,073.68	92,630.68	-30.83%
410.09 Other Grant Revenue	27,000.00	21,590.49	25.06%
410.91 LBO Match Revenue	177,069.88	777,780.01	-77.23%
410.92 In-Kind Revenue	6,197.87		
Total 410.00 Grant Revenue	<b>\$ 1,843,941.68</b>	<b>\$ 2,922,400.14</b>	<b>-36.90%</b>
440.00 Interest Income	1,045.48	161.18	548.64%
Total Revenue	<b>\$ 1,844,987.16</b>	<b>\$ 3,065,259.32</b>	<b>-39.81%</b>
<b>Expenses</b>			
Total 501.00 LABOR	<b>\$ 204,889.32</b>	<b>\$ 133,637.07</b>	<b>53.32%</b>
Total 502.00 FRINGE BENEFITS	<b>\$ 118,334.25</b>	<b>\$ 81,471.91</b>	<b>45.25%</b>
503.00 SERVICES			
503.01 Legal	25,504.75	2,734.50	832.70%
503.02 Audit	15,944.90	14,200.00	12.29%
503.04 Communications	33,750.00	26,250.00	28.57%
503.06 Technical Contracts	437,497.49	493,018.13	-11.26%
503.08 Legislative Services	27,000.00	21,000.00	28.57%
503.09 Transportation Services			
503.29 Transportation Services - Operations	739,608.61	1,270,046.77	-41.77%
503.292 LBO Match	177,069.88	777,780.01	-77.23%
Total 503.29 Transportation Services - Operations	<b>\$ 916,678.49</b>	<b>\$ 2,047,826.78</b>	<b>-55.24%</b>
503.39 Transportation Services - Marketing		31,345.15	-100.00%
503.49 Transportation Services - Shelters		8,880.00	-100.00%
Total 503.09 Transportation Services	<b>\$ 916,678.49</b>	<b>\$ 2,088,051.93</b>	<b>-56.10%</b>
503.10 In-Kind Match	6,197.87		
503.99 Other Services			
503.999 Other Contract	10,319.90	22,960.67	-55.05%
Total 503.99 Other Services	<b>\$ 10,319.90</b>	<b>\$ 22,960.67</b>	<b>-55.05%</b>
Total 503.00 SERVICES	<b>\$ 1,472,893.40</b>	<b>\$ 2,668,215.23</b>	<b>-44.80%</b>

# Regional Transit Authority of Southeast Michigan

## Income Statement Comparison

October 2018 - June 2019

	Total		
	Oct 2018 - Jun 2019	Oct 2017 - Jun 2018 (PY)	% Change
<b>504.00 MATERIAL AND SUPPLIES</b>			
504.01 Postage	59.76	51.01	17.15%
504.03 Printing	17.23	54.22	-68.22%
504.04 Office Supplies	748.99	1,618.84	-53.73%
504.05 Furniture	871.96		
<b>Total 504.00 MATERIAL AND SUPPLIES</b>	<b>\$ 1,697.94</b>	<b>\$ 1,724.07</b>	<b>-1.52%</b>
<b>505.00 UTILITIES</b>			
505.01 Telephone	4,190.60	4,377.81	-4.28%
505.02 Online Services	3,070.47	2,273.06	35.08%
<b>Total 505.00 UTILITIES</b>	<b>\$ 7,261.07</b>	<b>\$ 6,650.87</b>	<b>9.17%</b>
<b>506.00 INSURANCE</b>			
506.01 D&O Liability Insurance	12,935.00	12,938.00	-0.02%
506.03 Other Insurance		408.00	-100.00%
<b>Total 506.00 INSURANCE</b>	<b>\$ 12,935.00</b>	<b>\$ 13,346.00</b>	<b>-3.08%</b>
<b>507.00 TRAVEL</b>			
507.01 Travel Expenses	2,667.41	1,105.74	141.23%
507.02 Mileage	1,068.67	1,007.33	6.09%
507.03 Conferences	4,251.97	4,160.00	2.21%
<b>Total 507.00 TRAVEL</b>	<b>\$ 7,988.05</b>	<b>\$ 6,273.07</b>	<b>27.34%</b>
<b>509.00 MISCELLANEOUS EXPENSES</b>			
509.01 Subscriptions/Memberships	1,968.00	3,816.00	-48.43%
509.02 Meeting /Retreats	11,881.96	1,635.88	626.33%
509.03 Board Reimbursement	589.40	189.76	210.60%
509.09 Bank Fees	964.30	1,049.72	-8.14%
509.99 Other Miscellaneous Expenses	2,507.09	3,832.83	-34.59%
<b>Total 509.00 MISCELLANEOUS EXPENSES</b>	<b>\$ 17,910.75</b>	<b>\$ 10,524.19</b>	<b>70.19%</b>
<b>513.00 DEPRECIATION</b>	32.47	557.73	-94.18%
<b>Total Expenses</b>	<b>\$ 1,843,942.25</b>	<b>\$ 2,922,400.14</b>	<b>-36.90%</b>
<b>Net Revenues over Expenditures</b>	<b>\$ 1,044.91</b>	<b>\$ 142,859.18</b>	<b>-99.27%</b>



**Regional Transit Authority of Southeast Michigan**  
**Balance Sheet**  
As of June 30, 2019

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
101.00 Cash and Cash Items	
101.01 Cash in Bank - Huntington	96,926.55
Total 101.01 Cash in Bank - Huntington	<b>\$ 96,926.55</b>
101.02 Huntington Bank Money Market - RTA Leave Fund	17,475.46
Total 101.00 Cash and Cash Items	<b>\$ 114,402.01</b>
Total Bank Accounts	<b>\$ 114,402.01</b>
<b>Accounts Receivable</b>	
102.00 Receivables	
102.01 Accounts Receivable	801,183.20
Total 102.00 Receivables	<b>\$ 801,183.20</b>
Total Accounts Receivable	<b>\$ 801,183.20</b>
<b>Other Current Assets</b>	
103.00 MATERIAL AND SUPPLIES INVENTORY	
103.01 Prepaid Postage	10.52
103.02 Prepaid Insurance	0.00
Total 103.00 MATERIAL AND SUPPLIES INVENTORY	<b>\$ 10.52</b>
Total Other Current Assets	<b>\$ 10.52</b>
Total Current Assets	<b>\$ 915,595.73</b>
<b>Fixed Assets</b>	
112.00 TANGIBLE PROPERTY OTHER THAN FO	
112.011 Hardware/Software	2,230.95
112.02 Tangible Property - Accum. Dep	-2,230.94
Total 112.00 TANGIBLE PROPERTY OTHER THAN FO	<b>\$ 0.01</b>
Total Fixed Assets	<b>\$ 0.01</b>
<b>TOTAL ASSETS</b>	<b>\$ 915,595.74</b>

**Regional Transit Authority of Southeast Michigan**  
**Balance Sheet**  
As of June 30, 2019

	<u>Total</u>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
201.01 Accounts Payable	371,471.12
Total Accounts Payable	<b>\$ 371,471.12</b>
<b>Other Current Liabilities</b>	
Total 212.00 Payroll Liabilities	<b>\$ 20,715.37</b>
213.00 Deferred Revenue	
213.02 Deferred Revenue - State Grants	400,000.00
213.09 Deferred Revenue - Other Grants	121,650.40
Total 213.00 Deferred Revenue	<b>\$ 521,650.40</b>
Total Other Current Liabilities	<b>\$ 542,676.62</b>
Total Current Liabilities	<b>\$ 914,147.74</b>
Total Liabilities	<b>\$ 914,147.74</b>
<b>Equity</b>	
303.00 Unrestricted Fund Balance	403.09
Net Revenues over Expenditures	1,044.91
Total Equity	<b>\$ 1,448.00</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 915,595.74</b>

**Regional Transit Authority of Southeast Michigan**  
**Income Statement**  
Month ended July 31, 2019

	July 2019	FY 2018-2019 Year-to-Date Totals			
	Actual	Actual	Budget	over Budget	% of Budget
Revenue					
410.00 Grant Revenue		-	-	-	
410.01 Federal Grant Revenue	70,467.57	1,015,509.01	2,385,999.00	(1,370,489.99)	42.56%
410.02 State Grant Revenue	354,592.64	979,151.45	1,839,743.00	(860,591.55)	53.22%
410.03 State Matching Revenue	17,616.89	81,690.57	237,500.00	(155,809.43)	34.40%
410.04 Federal Grants passed thru State		-	772,343.00	(772,343.00)	0.00%
410.09 Other Grant Revenue		27,000.00	50,000.00	(23,000.00)	54.00%
410.91 LBO Match Revenue		177,069.88	177,070.00	(0.12)	100.00%
410.92 In-Kind Revenue	857.98	7,055.85	-	7,055.85	
Total 410.00 Grant Revenue	\$ 443,535.08	\$ 2,287,476.76	\$ 5,462,655.00	\$ (3,175,178.24)	41.87%
440.00 Interest Income	26.55	1,072.03	-	1,072.03	
Total Revenue	\$ 443,561.63	\$ 2,288,548.79	\$ 5,462,655.00	\$ (3,174,106.21)	41.89%
Expenses					
Total 501.00 LABOR	\$ 16,983.73	\$ 221,873.05	\$ 484,312.00	\$ (262,438.95)	45.81%
Total 502.00 FRINGE BENEFITS	\$ 12,634.14	\$ 130,968.39	\$ 234,356.00	\$ (103,387.61)	55.88%
503.00 SERVICES		-	-	-	
503.01 Legal	130.50	25,635.25	80,000.00	(54,364.75)	32.04%
503.02 Audit		15,944.90	20,000.00	(4,055.10)	79.72%
503.03 Accounting		-	20,000.00	(20,000.00)	0.00%
503.04 Communications	4,150.00	37,900.00	45,000.00	(7,100.00)	84.22%
503.05 Website		-	15,000.00	(15,000.00)	0.00%
503.06 Technical Contracts	81,766.95	519,264.44	2,460,774.00	(1,941,509.56)	21.10%
503.08 Legislative Services		27,000.00	36,000.00	(9,000.00)	75.00%
503.09 Transportation Services		-	-	-	
503.29 Transportation Services - Operations	37,305.01	776,913.62	722,601.00	54,312.62	107.52%
503.292 LBO Match		177,069.88	177,070.00	(0.12)	100.00%
Total 503.29 Transportation Services - Operations	\$ 37,305.01	\$ 953,983.50	\$ 899,671.00	\$ 54,312.50	106.04%
503.69 Transportation Services - Software, applications	283,852.00	283,852.00	-	283,852.00	
Total 503.09 Transportation Services	\$ 321,157.01	\$ 1,237,835.50	\$ 899,671.00	\$ 338,164.50	137.59%
503.10 In-Kind Match	857.98	7,055.85	-	7,055.85	
503.99 Other Services		-	-	-	
503.990 Public Education Initiatives		-	60,000.00	(60,000.00)	0.00%
503.999 Other Contract		10,319.90	25,000.00	(14,680.10)	41.28%
Total 503.99 Other Services	\$ -	\$ 10,319.90	\$ 85,000.00	\$ (74,680.10)	12.14%
Total 503.00 SERVICES	\$ 408,062.44	\$ 1,880,955.84	\$ 3,661,445.00	\$ (1,780,489.16)	51.37%

**Regional Transit Authority of Southeast Michigan**  
**Income Statement**  
Month ended July 31, 2019

	July 2019	FY 2018-2019 Year-to-Date Totals			% of Budget
	Actual	Actual	Budget	over Budget	
<b>504.00 MATERIAL AND SUPPLIES</b>		-	-	-	
504.01 Postage	7.40	67.16	-	67.16	
504.02 PC & Computers		-	10,000.00	(10,000.00)	0.00%
504.03 Printing		17.23	-	17.23	
504.04 Office Supplies	94.70	843.69	5,000.00	(4,156.31)	16.87%
504.05 Furniture		871.96	-	871.96	
<b>Total 504.00 MATERIAL AND SUPPLIES</b>	<b>\$ 102.10</b>	<b>\$ 1,800.04</b>	<b>\$ 15,000.00</b>	<b>\$ (13,199.96)</b>	<b>12.00%</b>
<b>505.00 UTILITIES</b>		-	-	-	
505.01 Telephone	479.04	4,669.64	15,000.00	(10,330.36)	31.13%
505.02 Online Services	352.94	3,423.41	-	3,423.41	
<b>Total 505.00 UTILITIES</b>	<b>\$ 831.98</b>	<b>\$ 8,093.05</b>	<b>\$ 15,000.00</b>	<b>\$ (6,906.95)</b>	<b>53.95%</b>
<b>506.00 INSURANCE</b>		-	-	-	
506.01 D&O Liability Insurance		12,935.00	23,500.00	(10,565.00)	55.04%
506.03 Other Insurance	468.00	468.00	-	468.00	
<b>Total 506.00 INSURANCE</b>	<b>\$ 468.00</b>	<b>\$ 13,403.00</b>	<b>\$ 23,500.00</b>	<b>\$ (10,097.00)</b>	<b>57.03%</b>
<b>507.00 TRAVEL</b>		-	25,000.00	(25,000.00)	0.00%
507.01 Travel Expenses		2,667.41	-	2,667.41	
507.02 Mileage	360.69	1,429.36	-	1,429.36	
507.03 Conferences	150.00	4,401.97	-	4,401.97	
<b>Total 507.00 TRAVEL</b>	<b>\$ 510.69</b>	<b>\$ 8,498.74</b>	<b>\$ 25,000.00</b>	<b>\$ (16,501.26)</b>	<b>33.99%</b>
<b>509.00 MISCELLANEOUS EXPENSES</b>		-	-	-	
509.01 Subscriptions/Memberships	2,791.00	4,759.00	7,500.00	(2,741.00)	63.45%
509.02 Meeting /Retreats	364.00	12,245.96	20,000.00	(7,754.04)	61.23%
509.03 Board Reimbursement		589.40	8,000.00	(7,410.60)	7.37%
509.09 Bank Fees	110.00	1,074.30	-	1,074.30	
509.99 Other Miscellaneous Expenses	677.00	3,184.09	10,000.00	(6,815.91)	31.84%
<b>Total 509.00 MISCELLANEOUS EXPENSES</b>	<b>\$ 3,942.00</b>	<b>\$ 21,852.75</b>	<b>\$ 45,500.00</b>	<b>\$ (23,647.25)</b>	<b>48.03%</b>
<b>513.00 DEPRECIATION</b>		32.47	-	32.47	
<b>Total Expenses</b>	<b>\$ 443,535.08</b>	<b>\$ 2,287,477.33</b>	<b>\$ 4,504,113.00</b>	<b>\$ (2,216,635.67)</b>	<b>50.79%</b>
<b>Net Revenues over Expenditures</b>	<b>\$ 26.55</b>	<b>\$ 1,071.46</b>	<b>\$ 958,542.00</b>	<b>\$ (957,470.54)</b>	<b>0.11%</b>

**Regional Transit Authority of Southeast Michigan**  
**Income Statement Comparison**  
October 2018 - July 2019

	Oct 2018 - Jul 2019	Total Oct 2017 - Jul 2018 (PY)	% Change
<b>Revenue</b>			
403.00 Local Bus Operating Funds		142,698.00	-100.00%
410.00 Grant Revenue			
410.01 Federal Grant Revenue	1,015,509.01	1,735,803.17	-41.50%
410.02 State Grant Revenue	979,151.45	424,863.39	130.46%
410.03 State Matching Revenue	81,690.57	116,439.12	-29.84%
410.09 Other Grant Revenue	27,000.00	24,590.49	9.80%
410.91 LBO Match Revenue	177,069.88	777,780.01	-77.23%
410.92 In-Kind Revenue	7,055.85		
Total 410.00 Grant Revenue	<b>\$ 2,287,476.76</b>	<b>\$ 3,079,476.18</b>	<b>-25.72%</b>
440.00 Interest Income	1,072.03	186.64	474.38%
Total Revenue	<b>\$ 2,288,548.79</b>	<b>\$ 3,222,360.82</b>	<b>-28.98%</b>
<b>Expenses</b>			
Total 501.00 LABOR	<b>\$ 221,873.05</b>	<b>\$ 147,650.43</b>	<b>50.27%</b>
Total 502.00 FRINGE BENEFITS	<b>\$ 130,968.39</b>	<b>\$ 91,323.57</b>	<b>43.41%</b>
503.00 SERVICES			
503.01 Legal	25,635.25	2,734.50	837.47%
503.02 Audit	15,944.90	14,200.00	12.29%
503.04 Communications	37,900.00	30,000.00	26.33%
503.06 Technical Contracts	519,264.44	612,060.32	-15.16%
503.08 Legislative Services	27,000.00	24,000.00	12.50%
503.09 Transportation Services			
503.29 Transportation Services - Operations	776,913.62	1,270,046.77	-38.83%
503.292 LBO Match	177,069.88	777,780.01	-77.23%
Total 503.29 Transportation Services - Operations	<b>\$ 953,983.50</b>	<b>\$ 2,047,826.78</b>	<b>-53.41%</b>
503.39 Transportation Services - Marketing		31,345.15	-100.00%
503.49 Transportation Services - Shelters		8,880.00	-100.00%
503.69 Transportation Services - Software, applications	283,852.00		
Total 503.09 Transportation Services	<b>\$ 1,237,835.50</b>	<b>\$ 2,088,051.93</b>	<b>-40.72%</b>
503.10 In-Kind Match	7,055.85		
503.99 Other Services			
503.999 Other Contract	10,319.90	28,675.39	-64.01%
Total 503.99 Other Services	<b>\$ 10,319.90</b>	<b>\$ 28,675.39</b>	<b>-64.01%</b>
Total 503.00 SERVICES	<b>\$ 1,880,955.84</b>	<b>\$ 2,799,722.14</b>	<b>-32.82%</b>

**Regional Transit Authority of Southeast Michigan**  
**Income Statement Comparison**  
October 2018 - July 2019

	Total		
	Oct 2018 - Jul 2019	Oct 2017 - Jul 2018 (PY)	% Change
<b>504.00 MATERIAL AND SUPPLIES</b>			
504.01 Postage	67.16	57.33	17.15%
504.03 Printing	17.23	54.22	-68.22%
504.04 Office Supplies	843.69	1,618.84	-47.88%
504.05 Furniture	871.96		
<b>Total 504.00 MATERIAL AND SUPPLIES</b>	<b>\$ 1,800.04</b>	<b>\$ 1,730.39</b>	<b>4.03%</b>
<b>505.00 UTILITIES</b>			
505.01 Telephone	4,669.64	4,841.36	-3.55%
505.02 Online Services	3,423.41	2,534.00	35.10%
<b>Total 505.00 UTILITIES</b>	<b>\$ 8,093.05</b>	<b>\$ 7,375.36</b>	<b>9.73%</b>
<b>506.00 INSURANCE</b>			
506.01 D&O Liability Insurance	12,935.00	12,938.00	-0.02%
506.03 Other Insurance	468.00	408.00	14.71%
<b>Total 506.00 INSURANCE</b>	<b>\$ 13,403.00</b>	<b>\$ 13,346.00</b>	<b>0.43%</b>
<b>507.00 TRAVEL</b>			
507.01 Travel Expenses	2,667.41	1,105.74	141.23%
507.02 Mileage	1,429.36	1,098.94	30.07%
507.03 Conferences	4,401.97	4,160.00	5.82%
<b>Total 507.00 TRAVEL</b>	<b>\$ 8,498.74</b>	<b>\$ 6,364.68</b>	<b>33.53%</b>
<b>509.00 MISCELLANEOUS EXPENSES</b>			
509.01 Subscriptions/Memberships	4,759.00	3,816.00	24.71%
509.02 Meeting /Retreats	12,245.96	2,037.27	501.10%
509.03 Board Reimbursement	589.40	189.76	210.60%
509.09 Bank Fees	1,074.30	1,160.02	-7.39%
509.99 Other Miscellaneous Expenses	3,184.09	4,202.83	-24.24%
<b>Total 509.00 MISCELLANEOUS EXPENSES</b>	<b>\$ 21,852.75</b>	<b>\$ 11,405.88</b>	<b>91.59%</b>
<b>513.00 DEPRECIATION</b>	<b>32.47</b>	<b>557.73</b>	<b>-94.18%</b>
<b>Total Expenses</b>	<b>\$ 2,287,477.33</b>	<b>\$ 3,079,476.18</b>	<b>-25.72%</b>
<b>Net Revenue over Expenditures</b>	<b>\$ 1,071.46</b>	<b>\$ 142,884.64</b>	<b>-99.25%</b>

# Regional Transit Authority of Southeast Michigan

## Balance Sheet

As of July 31, 2019

	<u>Total</u>
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
101.00 Cash and Cash Items	
101.01 Cash in Bank - Huntington	24,966.08
Total 101.01 Cash in Bank - Huntington	<u>\$ 24,966.08</u>
101.02 Huntington Bank Money Market - RTA Leave Fund	17,476.21
Total 101.00 Cash and Cash Items	<u>\$ 42,442.29</u>
Total Bank Accounts	<u>\$ 42,442.29</u>
Accounts Receivable	
102.00 Receivables	
102.01 Accounts Receivable	1,233,475.42
Total 102.00 Receivables	<u>\$ 1,233,475.42</u>
Total Accounts Receivable	<u>\$ 1,233,475.42</u>
Other Current Assets	
103.00 MATERIAL AND SUPPLIES INVENTORY	
103.01 Prepaid Postage	28.12
103.02 Prepaid Insurance	0.00
Total 103.00 MATERIAL AND SUPPLIES INVENTORY	<u>\$ 28.12</u>
Total Other Current Assets	<u>\$ 28.12</u>
Total Current Assets	<u>\$ 1,275,945.83</u>
Fixed Assets	
112.00 TANGIBLE PROPERTY OTHER THAN FO	
112.011 Hardware/Software	2,230.95
112.02 Tangible Property - Accum. Dep	-2,230.94
Total 112.00 TANGIBLE PROPERTY OTHER THAN FO	<u>\$ 0.01</u>
Total Fixed Assets	<u>\$ 0.01</u>
<b>TOTAL ASSETS</b>	<u>\$ 1,275,945.84</u>

# Regional Transit Authority of Southeast Michigan

## Balance Sheet

As of July 31, 2019

	<u>Total</u>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
201.01 Accounts Payable	731,850.56
<b>Total Accounts Payable</b>	<b>\$ 731,850.56</b>
<b>Other Current Liabilities</b>	
<b>Total 212.00 Payroll Liabilities</b>	<b>\$ 20,659.48</b>
<b>213.00 Deferred Revenue</b>	
213.02 Deferred Revenue - State Grants	400,000.00
213.09 Deferred Revenue - Other Grants	121,650.40
<b>Total 213.00 Deferred Revenue</b>	<b>\$ 521,650.40</b>
<b>Total Other Current Liabilities</b>	<b>\$ 542,620.73</b>
<b>Total Current Liabilities</b>	<b>\$ 1,274,471.29</b>
<b>Total Liabilities</b>	<b>\$ 1,274,471.29</b>
<b>Equity</b>	
303.00 Unrestricted Fund Balance	403.09
Net Revenues over Expenditures	1,071.46
<b>Total Equity</b>	<b>\$ 1,474.55</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,275,945.84</b>





# **Proposed Budget Fiscal Year 2020**

**Draft – 8/1/19**



**RTA**

**REGIONAL  
TRANSIT AUTHORITY  
OF SOUTHEAST MICHIGAN**



**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

**REGIONAL TRANSIT AUTHORITY OF SOUTHEAST MICHIGAN**  
**FISCAL YEAR 2020 – DRAFT BUDGET**  
**August 2019**

The RTA spent the better of part of its Fiscal Year 2019 building partnerships with mobility providers and other stakeholders as it sought to achieve its mission, including the preparation of an update to its Regional Master Transit Plan. The recommended Fiscal Year (FY) 2020 Regional Transit Authority (RTA) operating budget is \$ 4,631,506. The FY 2020 budget builds upon several of the accomplishments started in 2019 and seeks to achieve a regional mobility vision that is built around four core principles:

- **Moving the Region's People:** Provides people with reliable, efficient, frequent, and affordable transit services across a core transit network. • Supports access to jobs, education, health care, special events and other daily needs for people who are more likely to use transit based on ability, age or income. • Is flexible enough to keep pace with people's ever-changing needs as it relates to service frequencies and hours.
- **Investing in the Region's Future:** Increases the attractiveness of investment in Southeast Michigan by providing sufficient mobility services that employers, businesses, the development community, and the education system can depend upon. • Supports a talent pipeline in the transportation services sector and other core economic sectors that are needed to deliver mobility services today and into the future. • Establishes a framework that assures the region is national leader in the implementation of new mobility services including the deployment of connected and autonomous vehicles. • Ensures sustainability of existing and expanded mobility services through the year 2045, allowing transit providers and other stakeholders to unlock additional federal and state funding opportunities.
- **Enhancing the Region's Quality of Life:** Connects to the abundance of entertainment, parks, open spaces and other recreational activities that exist across the region, giving people more access and mobility choices to live, work and play across the region. • Makes transit and other mobility services more user-friendly for all people choosing to use. • Improves bicycle and pedestrian accessibility, giving people more choices to walk, bike and connect across the region. • Improves the economic stability of the region and adds potential for more growth.
- **Connecting the Region's Communities:** Eliminates existing mobility deserts and connects people in communities across the region with new transit and mobility services that today are often very limited. • Leverages existing the region's transportation assets, including the world class Detroit Metropolitan Wayne County Airport to allow more people to connect to and through our region.

Moving **R** People

Investing in **R** Future

Enhancing **R** Quality of Life

Connecting **R** Communities

*Our mission is to manage and secure transportation resources that significantly enhance mobility options, to improve quality of life for the residents and to increase economic viability for the region.*

Like years past, there continues to be many unanswered questions with respect to what level of investment our region will seek to support for new or expanded mobility options. RTA staff remains fully cognizant of the fact that budgets do, in fact, change when circumstances change. The following draft budget represents the highest and best activities to achieve the RTA's mobility vision within the RTA's fiscal realities.



The 2020 budget has been prepared in accordance with the Michigan Uniform Budgeting and Accounting Act of 1968, Generally Accepted Accounting Principles (GAAP), and has been initially reviewed by RTA's Finance and Budget Committee. If approved by the RTA Board of Directors, this budget will go into effect on October 1, 2019. RTA staff is pleased to submit this 2020 Budget to our Board of Directors, the transit providers we coordinate with and the communities we serve, for review and comment.

## **FY 2020 Budget**

Each year the RTA sets an annual budget and does a three-year administrative outlook for planning purposes. Based on estimated expenditures through June 2019, the RTA has prepared an estimate of FY 2019 year-end closing balances. RTA has an estimated available funding carryover of \$889,416 for FY 2020. The majority of this carryover is a result of cost-savings from the FY2019 budget, and federally funded projects that took longer to procure and draw-down funds than anticipated.

### **FY2020 Proposed Revenue**

Estimated Administrative Revenue: The RTA's estimated administrative fund balance heading into FY 2020 includes funding from the following sources:

- \$ 764,766 in remaining funds from MDOT appropriation secured in previous fiscal years.
- \$124,650 in remaining funds from other funds.

Existing Grants Revenue: The RTA's estimated grants fund balance includes funding from the following grant:

- \$217,488 in remaining funds from the FTA 5339 Alternatives Analysis Planning grant and associated state match secured in Fiscal Year 2013.
- \$235,773 in funds from the FTA 5310 for Mobility Management services
- \$661,406 in remaining funds from the FTA 5303 Metropolitan Transportation Planning Program

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- \$526,823 in remaining federal funding (Transit Oriented Development funds - TOD/Earmark)
- \$450,00 in remaining federal funding (Earmark for AA to Detroit Rail Study)
- \$798,110 in remaining funding from the State of Michigan (Mobility Challenge Pilot Project)

The RTA anticipates that it will fully expend the balance of all of these grants in FY2020 for all of these grants except for the 5303 funds that will span over two-fiscal years for the development of a regional Coordinated Human Services Transportation Plan.

#### **FY 2020 New Revenue:**

MDOT has committed to provide an additional \$135,893,000 in FY 2019 to continue supporting the RTA's Pilot Programs and administrative functions into FY 2020. At the time of the development of this budget, the FY2020 State of Michigan budget has not been set. As such no specific commitment has been made by MDOT for additional support for FY2020. For budgeting purposes, the RTA has assumed a total of \$400,000 of administrative support from the State of Michigan.

In FY2019 the RTA secured SDNT funding from MDOT to roll-out a data integration pilot project working with the SMART. The RTA has assumed another \$250,000 will be made available to implement the second part (DDOT, AAATA) of this integration pilot project in FY2020.

The RTA has included \$250,000 of speculative non-federal and state revenue sources in its FY2020 budget. It is assumed that this funding will directly support an expanded educational effort to communicate the benefits of implementing the RTA's 2020-2045 Mobility Vision.

As the federally recognized designated recipient for transit funds within the Southeast Michigan area, the RTA also has several grant funded programs that it serves as a pass-thru agency. For these pass-thru grants the RTA does not take any administrative draw-down, so there is no impact on the RTA budget.

#### **FY2020 Proposed Budget**

RTA's FY 2020 budget begins on October 1, 2019 and runs through September 30, 2020. The FY2020 proposed budget identifies revenues totaling \$4,729,080 and expenditures totaling \$4,631,506. The RTA's operations are continued to be supported by an authorization provided by the Michigan Department of Transportation and a proposed administrative capture of 5303 planning/research funding available to support the development of a Coordinated Human Services Transportation Plan (CHSTP), and two other federal grants/earmarks.

Compensation: The RTA currently has 3.5 FTEs. FY2020 expenditures are based on growing the RTA staff to 5.5 FTEs with a projected total compensation of \$749,984. This line item supports 5.5 full time equivalents (FTEs) based on the following positions:

- General Manager
- Chief Financial Officer/Budget Manager
- Program Manager (5310 Program & Grants)
- Office Manager/Executive Admin/Accountant
- Administrative Assistant
- Intern

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These proposed staffing levels would support the delivery of the following:

- 1) Added capacity and management for Federal and State Grant Oversight and compliance roles identified in both annual and triennial comprehensive reviews completed by the State of Michigan and the Federal Transit Administration (FTA) respectively.
- 2) Development of a regional Coordinated Human Services Plan and associated Program Management activities that come out of the development of the regional plan. Additional support will be provided to assist with grant management and reporting functions.
- 3) Day to day operations of the agency with a focus on improving processes and programs related to the delivery of regional programs that support the advancement of expanded mobility options across are region. Specific initiatives include: Mobility Oriented Development Study, expanded planning to support new commuter rail connections and a single regional coordinated health and human services plan that the region's providers can point towards when developing their 5310 federal funding and program development.

**RTA Administrative Contracts:** Generally, the RTA Administrative Contracts remain largely unchanged from previous years and will be used to support the day to day delivery of RTA's service. Many of the budget line items included in the draft budget are existing contracted services being provided to support required activities to deliver the RTA work program and comply with Federal and State requirements. These services include legal, audit, communications, legislative, and external communications services that support staff and the Board of Directors requests throughout the fiscal year.

- 1.) *Public Education Initiative/Outreach/Social Media:* One of the lessons learned in 2018 is more outreach is needed to better understand the overall mobility needs of our region including, employers, educators, medical care providers, existing transit riders, new choice riders, and visitors. More and different mediums are also needed to help educate the region on the economic importance of continued investment in transit and mobility options as the region continues to compete for new business growth in a global economy and a better quality of life for the residents of the region. Finally, as our region continues to age, fostering partnerships with our medical providers will continue to be one of our highest priorities for providing expanded mobility options. Outcomes of this budget line item are envisioned to produce expanded relationships, the creation and promotion of new materials



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including videos, vignettes, printed material and other social media materials that will support the implementation of the updated Regional Master Transit Plan.

- 2.) *Development of a Comprehensive Implementation Plan (CIP):* This line item will be used to develop a Comprehensive Implementation Plan for those portions of the RTA who desire to advance forward with specific implementation activities including a potential ballot initiative in November 2020. The CIP is envisioned to be a rolling five-year plan that will describe the proposed service levels, anticipated capital investment commitments, and other investments that the RTA will commit to implement with dedicated funding. Given this will be the first formal CIP for the RTA, it is assumed that a vendor will be contracted with to develop an overarching template that will address the financial planning needs of those communities that will participate in the CIP process.
- 3.) *RTA Program Planning Services Support:* This budget line would be used to procure an as-needed planning services consultant to support the day to day planning functions of the RTA. Envisioned services would be project management of the RTA grants including RFP development, procurement assistance, and consultant oversight, FTA grants management and reporting assistance, services required to respond to RTA's FY 2016-FY2018 Comprehensive Review, Board of Director's planning support, Pilot project development and implementation support, coordination with existing transit providers and 5310 contracts, on-going planning outreach, as needed coordination with FTA and the State of Michigan, and other services deemed necessary to deliver the FY 2020 RTA work program.

**RTA Fixed Grants:** The following are major fixed grant project/program initiatives that the RTA will undertake in FY 2020:

- 1.) *Regional Coordinated Human Services Plan:* The RTA has completed procurement activities in 2019 and will kick-off the planning efforts in August 2019. Outcomes of this study will include the assessment of regional transportation needs of seniors and the disabled, ultimately developing a regional coordination plan for related transportation services in Southeast Michigan. This plan will reflect both regional and locally-specific needs, including the option for communities and agencies to maintain their own local planning documents fitting within an agreed-upon regional planning and policy framework. The plan is needed to provide uniformity in the analysis of system gaps, users, providers, and origins and destinations, identify local priorities in the City of Detroit, SMART service area, and Washtenaw County, and to identify opportunities to coordinate regional implementation of overlapping local goals.



Currently, three of these agencies create their own federally mandated Coordinated Human Services-Public Transportation Plans to fulfill requirements

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of the Section 5310 Program Guidance. Ultimately it is envisioned that one regional plan will improve mobility for seniors and individuals with disabilities throughout the country by removing barriers to transportation services and expanding the transportation mobility options available. FTA provides Section 5310 grant funds for capital and operating expenses to recipients for public transportation projects that meet the special needs of seniors and individuals with disabilities.

The RTA, as the Designated Recipient of Section 5310 funding for the Detroit and Ann Arbor Urbanized Areas, has been asked by both state and federal officials to increase their role in the coordinated planning and funding administration processes.

- 2.) *Mobility Oriented Development (MOD) Study*: The RTA completed procurement activities in 2019 and issued a Notice to Proceed in July 2019. This budget line item is being used to develop land use and mobility development strategies and typologies to suit the diverse station areas in the regional transit network with a focus on the Woodward and Ann Arbor to Detroit corridors. This scope of work is focusing on the station areas currently served by the SMART Woodward FAST service (Routes 461 and 462) on the Woodward corridor, and the existing Amtrak Wolverine Line on Ann Arbor to Detroit corridor. The plan will allow transit providers, local governments, and transportation agencies to have a framework for coordinating development and mobility improvements with the goal of providing the citizens of the region better access to core regional transit services. Each typology will be informed by two critical layers of analysis: 1) real estate development potential, and 2) local mobility and accessibility potential. The final study deliverable is envisioned to serve as a template that can be applied to other rapid transit corridors in the updated RMTP.



- 3.) *Ann Arbor to Detroit Commuter Rail Technical Analysis*: This budget line is being funded 100% by an existing federal earmark grant that is intended to evaluate the feasibility of expanded commuter rail service between Washtenaw County (Ann Arbor) and Wayne County (Detroit). The draft Connect Southeast Michigan plan includes proposed commuter rail service (eight trips per day) connecting Ann Arbor, Ypsilanti, Wayne, Dearborn and mid-town Detroit. Interest has been expressed as part of outreach held on the draft Connect Southeast Michigan plan to expand service levels and potentially provide service extensions on both the east (to downtown Detroit) and west ends (Chelsea) of the proposed service. This line item will be used to complete a study that will evaluate the technical merits of requested extensions, including required capacity improvements, and develop an estimated cost for these suggested changes. Outcomes of this study will be used to evaluate the feasibility of making potential changes to the draft Connect Southeast Michigan Plan.

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- 4.) **Data Integration Pilot Project:** This budget line is being used to fund the second part of a data integration pilot project that allows users to instantly pinpoint where and when performance issues are occurring. Users can quickly visualize and understand system performance, including on-time performance, running times, historical vehicle speed heat maps, and more. The objectives of the pilot study are to work with AAATA and DDOT to test this software platform in FY2020.
- 5.) **Michigan Mobility Challenge Grant:** This budget line is being used to fund to develop a mobile booking application for ADA paratransit trips. The RTA has partnered with the Southeast Michigan Council of Governments (SEMCOG), the Area Agency on Aging 1-B (AAA1B), the Ann Arbor Area Transportation Authority (AAATA), the Detroit Department of Transportation (DDOT), and the Suburban Mobility Authority for Regional Transportation (SMART) to secure a grant from the State of Michigan to improve the experience of ADA paratransit riders in the areas they serve. This partnership has engaged with Menlo Innovations to design a system that allows users to manage and book ADA paratransit rides across multiple counties.



The goal of this project is to design and implement a solution that focuses on a way for a paratransit rider to easily request a ride through a mobile app, as well as see up to date information about that ride. Additionally, the solution should provide an interface for schedulers to interact with digital ride requests, while reducing call volume and preventing invalid requests from being sent.

While there are a number of “pain points” the riders and transit authorities experience, this project has specifically focused on alleviating the riders experience of long hold times and time-consuming repetitive scheduling. In addition, the solution provides a way for riders to cancel a ride without waiting on hold easing the process for the rider and potentially reducing “no-shows” and late cancellations.

**RTA Other Expenses:** Other Expenses generally remain unchanged from FY 2019 with a slight increase attributable to increase the overall size of RTA staff in FY 2020.

FY2020 is projected to close with a surplus of approximately \$97,574.

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**RTA Other Priorities:** The RTA has several other priorities that it is currently seeking funding to advance including:

- Ann Arbor to Detroit Commuter Express Pilot: Working with the AAATA and MDOT, the RTA and TheRide are pursuing funding to allow for a new express bus service between Detroit and Ann Arbor. The success of this idea will hinge on State and federal funding applications.
- Municipal Mobility Pilot Project: Working with Planet M, MDOT, and SMART, the RTA is pursuing funding to establish a pilot program that will seek to pair promising mobility solutions with participating municipalities in Macomb, Oakland, and Wayne counties to solve specific mobility challenges that face the Metro Detroit region. These challenges include how to best serve areas of the suburban Detroit region that have a reasonable propensity for transit, but have been developed over time in a way that makes it difficult to serve efficiently with traditional fixed route transit lines (e.g. lower-density, auto-oriented land use pattern). The success of this pilot program will hinge on funding.
- Workforce Development Task Force: In May 2019, the RTA Board of Directors held a retreat to identify current and emerging priorities. One of the priorities that was identified was the establishment of a regional workforce development task force. Southeast Michigan transit providers are experiencing shortages in certified operators (drivers) and qualified diesel engine mechanics. There are three parts of the staffing issues:
  - Recruitment
  - Training
  - Retention

These staffing shortages have led to difficulties in meeting pullout. If the staffing shortages continue, or worsen, the RTA's plans for significant improvement in transit services will be neutralized.

This is not only a problem for RTA planning. It is an ongoing problem for the transit providers' abilities to meet current performance objectives and desired service levels. Solutions will be extremely difficult, if not impossible for transit providers to address on their own. Collectively, through the RTA, there is a better chance to identify and implement possible solutions.

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*Our mission is to manage and secure transportation resources that significantly enhance mobility options, to improve quality of life for the residents and to increase economic viability for the region.*



**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

**DRAFT - FY2020 Budget**

**REGIONAL TRANSIT AUTHORITY OF SOUTHEAST MICHIGAN: PROPOSED BUDGET  
FOR THE FISCAL YEAR 2020 BEGINNING OCTOBER 1, 2019**

<b>Finance &amp; Budget Committee: Working Draft for Public Review - 8/5/19</b>		<b>FY 2020</b>
<b>Revenue</b>		
410 Beginning Administrative Balance (Estimate for FY19 Year End)		889,416
410 MDOT Appropriation		400,000
410 Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities		235,773
410 Section 5303 Metropolitan Transportation Planning Program (Federal, State match)		661,406
410 Pilot Program for TOD Planning (Federal, State match)		526,823
410 Federal Earmark for Ann Arbor to Detroit Rail (Federal only)		449,857
410 5339 Alternatives Analysis Grant (Federal, State match)		217,488
410 Mobility Challenge Grant (State only)		798,110
410 Other Grants		250,000
410 In-Kind Revenue		50,206
410 SDNT Pilot (State Only)		250,000
<b>Total Revenue FY20</b>		<b>4,729,080</b>
<b>Expenditures</b>		
501 Salary		503,403
502 Fringe Benefits		246,581
<b>Total Compensation</b>		<b>749,984</b>
506 Directors and Officers Liability Insurance		25,000
503 Legal Services		75,000
503 Accounting Services		30,000
503 Audit Services		17,000
503 Legislative Services		40,000
503 External Communications Services		81,000
503 Public Education Initiatives\Outreach\Social Media		250,000
503 Planning Services Support		100,000
503 Other Contract		25,000
503 In-Kind Match		50,206
503 Organizational Consultant\HR Plan Development		100,000
<b>Total Administrative Contracts</b>		<b>793,206</b>
503 RTA Master Plan and On-Call Planning Services (Develop 5YR CIP)		217,488
503 Mobility Management (AAA1-B)		101,724
503 Coordinated Human Services Support		661,406
503 MOD Grant Support		526,823
503 AA to Detroit Rail Planning Support		449,857
503 Mobility Challenge Grant		798,110
503 Swiftly Data Integration Pilot Project		250,000
<b>Total Fixed Grants</b>		<b>3,005,407</b>
504 Office Supplies		2,500
504 Computer Hardware/Software		10,000
505 Phone Equipment and Service Fees		12,000
506 Other Insurance		408
509 Meetings/Retreats		15,000
507 Travel/Professional Development		20,000
509 Subscriptions/Memberships		10,000
509 Board Reimbursements		3,000
509 Miscellaneous		10,000
<b>Total Other Expenses</b>		<b>82,908</b>
<b>Total Expenditures</b>		<b>4,631,506</b>
<b>Ending Balance</b>		<b>97,574</b>



**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

**Draft - FY2020 Federal & State Grants Ledger**

REGIONAL TRANSIT AUTHORITY FOR SOUTHEAST MICHIGAN: PROPOSED PLANNING GRANTS BUDGET  
FOR THE FISCAL YEAR 2020, BEGINNING OCTOBER 1, 2019

Grant Revenue		FY 2020
Ongoing Grants		
410	<b>Section 5339 Alternatives Analysis Planning Program (Federal, State match)</b>	
	Estimated Funding Available at 9/30/19	217,488
	Anticipated Expenditure	217,488
410	<b>Section 5310 Enhanced Mobility of Seniors &amp; Individuals with Disabilities (Federal, State match)*</b>	
	<i>Regional Mobility Management</i>	
	Estimated Funding Available at 9/30/18	235,773
	Anticipated Expenditure	101,724
410	<b>Section 5303 Metropolitan Transportation Planning Program (Federal, State match)</b>	
	<i>Regional Coordinated Human Service Transportation Plan</i>	
	Available Funding	661,406
	Anticipated Expenditure	661,406
410	<b>Pilot Program for TOD Planning (Federal, State match)</b>	
	<i>Mobility Oriented Development (Woodward Corridor)</i>	
	(Balance of Funds come from Federal Earmark for AA to Detroit Rail below)	
	Available Funding	239,844
	Anticipated Expenditure	526,823
410	<b>Federal Earmark for Ann Arbor to Detroit Rail (Federal only)**</b>	
	<i>Mobility Oriented Development (Ann Arbor to Detroit Corridor)</i>	322,343
	<i>Ann Arbor to Detroit Rail Planning</i>	450,000
	Available Funding	772,343
	Anticipated Expenditure	449,857
410	<b>State of Michigan Mobility Challenge Grant (State only)</b>	
	Pilot project developing mobile booking app	
	Available Funding	798,110
	Anticipated Expenditure	798,110
410	<b>State of Michigan Service Initiatives Grant</b>	
	Data Integration Pilot with SMART and M-1 RAIL	
	Data Integration Pilot with DDOT and AAATA	
	Available Funding	-
	Anticipated Expenditure	-
	Anticipated Expenditure	250,000
<b>Total Available Grant Revenue</b>		<b>2,924,965</b>
<b>Total Anticipated Expenditure</b>		<b>2,755,407</b>
<b>Remaining</b>		<b>169,557</b>

\* These funds are passed-thru to AAA1B to operate the Regional Mobility Management program.

\*\* These funds will be passed-thru to the RTA from MDOT.

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**BOARD OF DIRECTORS MEMORANDUM**

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**TO:** Executive and Policy Committee/Finance and Budget Committee Members

**FROM:** Matt W. Webb, General Manager

**SUBJECT:** Fiscal Year 2021 & Fiscal Year 2022 Budget Scenarios

**DATE:** August 14, 2019

**REQUESTED ACTION:** No Action – For Information Only

The purpose of this memo is to present two budget scenarios for Fiscal Year (FY) 2021 and FY 2022. This information is being presented for information and discussion purposes only.

As a best practice, the RTA has always included a three-year budget look ahead as part of its annual budgeting process. For the FY 2020 budgeting process, two separate budget forecasts have been developed around two alternatives scenarios:

- Scenario A - No action taken in November 2020
- Scenario B - Successful Ballot Referendum is passed in November 2020

Each scenario presents different opportunities and challenges for the RTA. The attached sheets present two possible budgeting approaches, both will require continued support from the State of Michigan. The FY2021 Scenario A forecast assumes either a larger share of State of Michigan funding coming to the RTA to support a limited level of staff and work activities. The other option for revenue could include the possibility of the RTA to draw Local Bus Operating (LBO) funds in FY 2021 to support the administrative functions of the agency. This would represent a worse-case option.

For the FY2021 Scenario B, the budgeting process will need to consider options to finance the gap of when available of funding will come to the RTA is a referendum is successful. Based on previous projections in 2016, the operations of the first two quarters of the year will be impacted until revenue is collected from the 2020-2021 winter tax bill.

These are preliminary budget projections and should be treated accordingly. All assumptions and forecasts are subject to change based on the events of FY 2020.

REGIONAL TRANSIT AUTHORITY OF SOUTHEAST MICHIGAN: PROPOSED BUDGET  
FOR THE FISCAL YEAR 2020 BEGINNING OCTOBER 1, 2019



**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

**WORKING DRAFT**  
**FY2021 & FY2022 - Scenario A**  
**ASSUMES NO REFERENDUM**

	Actual	Approved Budget	Estimated Year End	Proposed		
	FY2018	FY2019	FY2019	FY2020	FY2021	FY2022
<b>Revenue</b>						
410 Beginning Administrative Balance	1,778,998	955,891	907,401	889,416	223,749	51,218
410 Beginning Grants Balance		713,398	713,398			
410 MDOT Appropriation	425,264	600,000	570,267	400,000	700,000	850,000
410 State of Michigan SDNT Grants		283,852	283,852	250,000	200,000	
410 Section 5339 Alternatives Analysis Planning Program	729,182		466,511	217,488		
410 Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities		674,997	100,862	235,773		
410 Section 5303 Metropolitan Transportation Planning Program (Federal, State match)		875,000	213,594	661,406		
410 Pilot Program for MOD Planning (Federal, State match)		312,500	72,656	526,823		
410 Federal Earmark for Ann Arbor to Detroit Rail (Federal only)		772,343	-	449,857		
410 Section 5307 Congestion Mitigation and Air Quality Program (Federal, Local match)		899,671	712,093			
410 Federal Grants (Other) - Reflex	1,827,258	-	-			
410 State Grants (Other) 2018 Michigan Mobility Challenge	94,896		259,148	798,110		
410 State LBO funds						
410 LBO Matching Funds	920,663		177,070			
410 In-Kind Revenue			9,794	50,206		
410 Other Grants	32,590	50,000	36,000	250,000		
410 RTA Regional Property Tax						
410 Other Income	407		710			
<b>Total Revenue</b>	<b>5,809,258</b>	<b>6,137,652</b>	<b>4,522,646</b>	<b>4,729,080</b>	<b>1,123,749</b>	<b>901,218</b>
<b>Expenditures</b>						
501 Salary	194,991	524,312	269,870	419,286	424,173	431,491
502 Fringe Benefits	110,768	257,356	147,751	204,523	210,659	216,978
502 Workers Compensation Insurance	-		-	-	-	-
<b>Total Compensation</b>	<b>305,759</b>	<b>781,668</b>	<b>417,621</b>	<b>623,809</b>	<b>634,831</b>	<b>648,469</b>
506 Directors and Officers Liability Insurance	12,938	23,500	12,935	25,000	25,000	25,000
503 Legal Services	5,482	80,000	38,482	75,000	40,000	40,000
503 Accounting Services	-	20,000	-	30,000		-
503 Audit Services	14,200	20,000	15,945	17,000	18,000	18,000
503 Legislative Services	30,000	36,000	36,000	40,000	40,000	40,000
503 External Communications & Social Media Services	37,500	45,000	45,000	81,000	45,000	45,000
503 Public Education Initiatives\Outreach\Social Media	-	75,000	-	250,000	-	-
503 Survey Services (Formerly Asset Mgmt/Data Collection)	-	-	-	-	-	-
503 Master Planning On Call Support Services		250,000	-			
503 Program Planning As Needed Support Services		250,000	-	100,000		
503 IT Support	-	-	-	-	-	-
503 Other Contract	37,922	25,000	10,320	25,000	10,000	10,000
503 Transportation Services	1,867,483		-			
LBO Match	920,663		-			
503 In-Kind Match			9,794	50,206		
<b>Total Administrative Contracts</b>	<b>2,926,188</b>	<b>824,500</b>	<b>168,476</b>	<b>693,206</b>	<b>178,000</b>	<b>178,000</b>
503 RTA Master Plan and On-Call Planning Services (2020 - Development of 5YR CIP)	706,397		466,511	217,488		
503 Fare Study Phase II - Concept of Operation	54,671	30,000	37,258			
503 Mobility Management			100,862	101,724		
503 Coordinated Human Services Support	-	406,875	213,594	661,406		
503 MOD Grant Support	-	290,625	72,656	526,823		
503 AA to Detroit Rail Planning Support	-	418,500	-	449,857		
503 Enhanced 8 Mile Service		722,601	712,093			
MDOT Comprehensive Transportation Fund - Local Bus Operating Match		177,070	177,070			
503 Michigan Mobility Challenge			221,890	798,110		
503 Swiftly Data Integration Pilot Project		283,852	283,852	250,000	200,000	
503 Organizational Consultant/HR Plan Development				100,000		
<b>Total Fixed Grants</b>	<b>761,068</b>	<b>2,329,523</b>	<b>2,285,785</b>	<b>3,105,407</b>	<b>200,000</b>	<b>-</b>
Marketing/Printed Materials	-	-	-	-		-
Rent	-	-	-	-		-
Other Insurance	408	-	-	408	-	-
504 Computer Hardware/Software	-	10,000	4,000	10,000	5,000	5,000
505 Phone Equipment and Service Fees	9,097	15,000	10,149	12,000	12,000	12,000
504 Office Supplies	1,827	5,000	2,185	2,500	2,700	2,700
Utilities	-	-	-	-	-	-
Furniture	-	-	-	-		-
509 Meetings/Retreats	2,627	20,000	12,482	15,000	10,000	10,000
507 Travel/Professional Development	8,649	25,000	12,988	20,000	12,000	12,000
509 Subscriptions/Memberships	3,870	7,500	4,159	10,000	5,000	5,000
509 Board Reimbursements	240	8,000	1,464	3,000	3,000	3,000
509 Miscellaneous	10,122	10,000	3,811	10,000	10,000	10,000
<b>Total Other Expenses</b>	<b>36,839</b>	<b>100,500</b>	<b>51,239</b>	<b>82,908</b>	<b>59,700</b>	<b>59,700</b>
<b>Total Expenditures</b>	<b>4,029,854</b>	<b>4,036,191</b>	<b>2,923,121</b>	<b>4,505,330</b>	<b>1,072,531</b>	<b>886,169</b>
<b>Ending Balance</b>		<b>2,101,461</b>	<b>1,599,525</b>	<b>223,749</b>	<b>51,218</b>	<b>15,049</b>

**2021 & 2022 Budget Scenario A Assumptions:**

- Scenario assumes maintaining existing staffing levels plus proposed additions in FY2020
- SEMCOG continues to be a strong supporter of the RTA and the continued pursuit to provide more mobility options for the people across Southeast Michigan. The FY 2020 budget continues to assume that it will continue to be housed in SEMCOG's offices.



REGIONAL TRANSIT AUTHORITY OF SOUTHEAST MICHIGAN: PROPOSED BUDGET  
FOR THE FISCAL YEAR 2020 BEGINNING OCTOBER 1, 2019



REGIONAL  
TRANSIT AUTHORITY  
OF SOUTHEAST MICHIGAN

WORKING DRAFT  
Scenario B (Successful Referendum)  
FY2021 & FY2022

Revenue	Actual	Approved Budget	Estimated Year End	Proposed		
	FY2018	FY2019	FY2019	FY2020	FY2021	FY2022
410 Beginning Administrative Balance	1,778,998	955,891	907,401	889,416	97,574	627,443
410 Beginning Grants Balance		713,398	713,398			
410 MDOT Appropriation	425,264	600,000	570,267	400,000	250,000	
410 State of Michigan SDNT Grants		283,852	283,852	250,000	200,000	200,000
410 Section 5339 Alternatives Analysis Planning Program	729,182		466,511	217,488		
410 Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities		674,997	100,862	235,773		
410 Section 5303 Metropolitan Transportation Planning Program (Federal, State match)		875,000	213,594	661,406		
410 Pilot Program for MOD Planning (Federal, State match)		312,500	72,656	526,823		
410 Federal Earmark for Ann Arbor to Detroit Rail (Federal only)		772,343	-	449,857		
410 Section 5307 Congestion Mitigation and Air Quality Program (Federal, Local match)		899,671	712,093		500,000	500,000
410 Federal Grants (Other) - Reflex	1,827,258	-	-			
410 State Grants (Other) 2018 Michigan Mobility Challenge	94,896		259,148	798,110		
410 State LBO funds					200,000	200,000
410 LBO Matching Funds	920,663		177,070			
410 In-Kind Revenue			9,794	50,206		
410 Other Grants	32,590	50,000	36,000	250,000		
410 RTA Regional Property Tax					2,950,000	3,009,000
410 Other Income	407		710			
Total Revenue	5,809,258	6,137,652	4,522,646	4,729,080	4,197,574	4,536,443
Expenditures						
501 Salary	194,991	524,312	269,870	503,403	1,641,194	1,920,430
502 Fringe Benefits	110,768	257,356	147,751	246,581	760,659	783,478
502 Workers Compensation Insurance	-		-	-	-	-
Total Compensation	305,759	781,668	417,621	749,984	2,401,853	2,703,909
506 Directors and Officers Liability Insurance	12,938	23,500	12,935	25,000	45,000	46,350
503 Legal Services	5,482	80,000	38,482	75,000	100,000	103,000
503 Accounting Services	-	20,000	-	30,000	40,000	41,200
503 Audit Services	14,200	20,000	15,945	17,000	25,000	45,000
503 Legislative Services	30,000	36,000	36,000	40,000	50,000	51,500
503 External Communications & Social Media Services	37,500	45,000	45,000	81,000		
503 Public Education Initiatives\Outreach\Social Media	-	75,000	-	250,000	100,000	103,000
503 Survey Services (Formerly Asset Mgmt/Data Collection)	-	-	-	-	25,000	25,750
503 Master Planning On Call Support Services		250,000	-			
503 Program Planning As Needed Support Services		250,000	-	100,000		
503 IT Support	-	-	-	-	30,000	50,000
503 Other Contract	37,922	25,000	10,320	25,000	100,000	103,000
503 Transportation Services	1,867,483		-			
LBO Match	920,663		-			
503 In-Kind Match			9,794	50,206		
Total Administrative Contracts	2,926,188	824,500	168,476	693,206	515,000	568,800
503 RTA Master Plan and On-Call Planning Services (2020 - Development of 5YR CIP)	706,397		466,511	217,488		
503 Fare Study Phase II - Concept of Operation	54,671	30,000	37,258			
503 Mobility Management			100,862	101,724		
503 Coordinated Human Services Support	-	406,875	213,594	661,406		
503 MOD Grant Support	-	290,625	72,656	526,823		
503 AA to Detroit Rail Planning Support	-	418,500	-	449,857		
503 Enhanced 8 Mile Service		722,601	712,093			
MDOT Comprehensive Transportation Fund - Local Bus Operating Match		177,070	177,070			
503 Michigan Mobility Challenge			221,890	798,110		
503 Swiftly Data Integration Pilot Project		283,852	283,852	250,000		
503 Organizational Consultant/HR Plan Development				100,000		
Total Fixed Grants	761,068	2,329,523	2,285,785	3,105,407		
Marketing/Printed Materials	-	-	-	-	30,000	40,000
Rent	-	-	-	-	360,278	371,086
Other Insurance	408	-	-	408	-	-
504 Computer Hardware/Software	-	10,000	4,000	10,000	40,000	41,200
505 Phone Equipment and Service Fees	9,097	15,000	10,149	12,000	25,000	26,000
504 Office Supplies	1,827	5,000	2,185	2,500	40,000	41,200
Utilities	-	-	-	-	-	-
Furniture	-	-	-	-	50,000	15,000
509 Meetings/Retreats	2,627	20,000	12,482	15,000	20,000	20,600
507 Travel/Professional Development	8,649	25,000	12,988	20,000	55,000	56,650
509 Subscriptions/Memberships	3,870	7,500	4,159	10,000	15,000	15,450
509 Board Reimbursements	240	8,000	1,464	3,000	8,000	8,240
509 Miscellaneous	10,122	10,000	3,811	10,000	10,000	10,300
Total Other Expenses	36,839	100,500	51,239	82,908	653,278	645,726
Total Expenditures	4,029,854	4,036,191	2,923,121	4,631,506	3,570,131	3,918,435
Ending Balance		2,101,461	1,599,525	97,574	627,443	618,008

2020 Budget Key Assumptions:

- Budget assumes passage of update Regional Master Transit Plan in Fall 2020, passage of 2021-2025 CIP, and passage of Ballot Referendum in November 2020
- Assumes RTA increases staff and technical capacity to respond to the work plan requirements of delivery of 2021-2025 CIP and state and federal grant management and reporting requirements including the following positions:

General Manager, Chief Administrative & Program Manager, CFO/Chief Budget Officer, Director of Human Resources, Office Manager/Executive Admin/Accountant, Grants Management/Compliance Officer, Administrative Assistant, Director of Planning & Capital Programs, Intern, Communications & Outreach Director, Wayne/Washtenaw/DDOT/SMART/AAATAOmbudsperson, Oakland/Macomb/SMART/AAATA Ombudsperson, Coordinated Human Services/5310 Program Manager, Commuter Rail Program Manager Rapid, Service Program Manager, Mobility Management Program Manager, 2 Contract Managers, Safety Security Officer

Regional Transit Authority of Southeast Michigan

# Seamless Fare Integration Project Phase 2 Concept of Operations Plan Business Case

August 8, 2019



**LTK**  
LTK Engineering Services

**AECOM**



# Agenda

- Outline Phase 2
- Regional System Preferred Option Recap
- Concept of Operations
- Business Case
- Discussion



# FTA Recommended Technologies

- Automatic Vehicle Location/Global Positioning Systems (AVL/GPS)
- Automated Passenger Counters (APCs)
- Scheduling Software
- Electronic Fare Collection
- Real Time Information
- Online Trip Planners (e.g. Google Transit)

# Benefits of a New Fare System

- Improve the Customer Experience
- Break down a common barrier to entry
- Offer new pricing policies and products
- Large reduction in on-board cash
- Build revenue and ridership
- Reliable, on-going source of rich data
- Enhance agency role of mobility manager

# Phase 2 Tasks

- Update documentation of current fare / revenue collection practices
- Review existing regional fare payment equipment and conduct interviews to clarify interfaces
- Develop and Finalize Concept of Operations Plan for transition from the current individual, card-based fare systems to a regional, account-based platform supporting modern, customer-focused fare structures and newer technologies
- Update Capital / O&M cost estimates
- (Develop technical documentation for procurement)

# Current Fare Collection Practices

- Heavy reliance upon on-board cash fares
- Limited fare products
- Limited access to discounted fare products
- Few interagency fares (except DDOT/SMART)
- Genfare Odyssey Farebox failure rates tied to high cash acceptance and Trim unit fatigue
- DTCs circa 1988 turnstiles are on life support
- Risks associated with cash handling
- On-board fare payment impacts schedule adherence
- Qline on-board fareboxes are ineffective

# Regional System: Preferred Option

- Regional Electronic Account-based System with shared Back-end, self-service, shared web portal supporting both agency-agency specific and regional policies and pricing
- New readers / validators
  - Adjacent to fareboxes for passenger convenience
  - Fareboxes remain for cash and magnetic transactions
- Validators replace turnstiles on People Mover
- Characteristics
  - Regional Smart Cards
  - Cellular communications to back-end in real time
  - Third-party retail distribution
  - Mobile app

# Concept of Operations: Highlights

- Account-based architecture with cloud-based hosting
- Support Regional and agency fare policies
- Support wide-variety of fare products
- Regional Long-term Smart Media offering a travel wallet and Limited-use media (e.g.one-day)
- Regional mobile ticketing app
- Third-party retail for cash reloading
- Agency Customer Care Centers
- Robust ridership information for planning
- Customer, social service and corporate web portals
- Supports anonymous and registered accounts
- Integrates with bike-share, last mile operators

# Concept of Operations: Customer Experience

- Purchasing fares:
  - On-board cash always an option
  - Customers purchase Smart Cards or use Mobile App as Gateway to variety of fares
  - Reloadable via cash at agencies or at retail locations
  - Credit or debit for Mobile App and web portal
- Potential Fare Types
  - Rolling or calendar passes, regional passes
  - Best-value (fare capping)
  - Transit wallet
  - Anonymous and registered accounts

# Concept of Operations: Customer Experience

- Uniform experience across all agencies
- Best-value pricing
  - No upfront purchase costs
  - Savings for frequency
  - Offers best fare, regardless of financial capacity
- Autoload
  - Requires debit or credit account, funds automatically transferred
- Account registration
  - Protects against loss or stolen cards
  - Review trip history, etc.



# Concept of Operations: Agency Experience

- Single, regional system
  - Single software development process
  - Regional brand: “D Card”
  - Regional web portal for payments
  - Economies of scale; single procurement
- Agencies retain control over their internally generated revenue; continue to collect revenue at depots
- Regional fares allocated; agency-based flow directly
- Data flows directly via web-based reporting
- Potential integration with Transportation Network Providers, Parking, Bikeshare, Brokerages, Taxi
- One agency acts as Technical Lead
- One agency works as Systems Administrator

SE Michigan Regional Fare Study	2019 Financial Update	
	Minimum	Maximum
Total - Capital costs	\$ 7,119,065	\$ 9,783,559
Total - Software Service costs	\$ 1,332,980	\$ 1,648,600
Total - Other costs	<u>\$ 7,472,204</u>	<u>\$ 9,729,880</u>
<b>Total Project Costs</b>	<b>\$ 15,924,249</b>	<b>\$ 21,162,039</b>
<b>Total Annual Operating Costs</b>	<b>\$ 1,529,878</b>	
<b>Identified Offsets</b>	<b>\$ 1,300,000</b>	

# Business Case

Allocation of Equipment Costs	Percentage	\$ 4,306,700		\$ 5,774,050
AATA	14%	\$ 627,200		\$ 789,600
DDOT	40%	\$ 1,853,600		\$ 2,333,550
SMART	26%	\$ 1,176,000		\$ 1,480,500
DTC	11%	\$ 462,700		\$ 649,600
Qline	9%	\$ 187,200		\$ 520,800

Allocation of Total Project Costs			
AATA	\$ 971,809		\$ 1,220,362
DDOT	\$ 2,872,044		\$ 3,606,605
SMART	\$ 1,822,143		\$ 2,288,178
DTC	\$ 746,208		\$ 1,003,986
Qline	\$ 414,496		\$ 804,919
RTA	\$ 9,097,549		\$ 12,237,989
<b>TOTAL</b>	<b>\$ 15,924,249</b>		<b>\$ 21,162,039</b>






**DRAFT - DBE GOAL:  
FY2020-FY2022**

**RTA**

**REGIONAL  
TRANSIT AUTHORITY  
OF SOUTHEAST MICHIGAN**



Information found in this document can be provided in an alternative format upon request. Please contact the Regional Transit Authority at 313-402-1020 to speak to a representative or e-mail [info@rtamichigan.org](mailto:info@rtamichigan.org). The RTA will do its best to provide the requested alternative format within a reasonable time.

## REGIONAL TRANSIT AUTHORITY OF SOUTHEAST MICHIGAN

### FISCAL YEARS 2020 – 2022 DISADVANTAGED BUSINESS ENTERPRISE (DBE) GOAL-SETTING METHODOLOGY FEDERAL TRANSIT ADMINISTRATION (FTA) FUNDED PROJECTS

As required in 49 CFR Part 26 of the Code of Federal Regulations, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*, the Regional Transit Authority (RTA) of Southeast Michigan has completed its triennial review and set an overall goal for Disadvantaged Business Enterprise (DBE) participation for Fiscal Years (FYs) 2020 – 2022 contracts funded in whole or in part with Federal Transit Administration (FTA) funds. The recommended goal of **8.26%** attained through **4.51%** from race neutral participation and **3.75%** from race-conscious measures reflects the relative availability of DBEs to participate in contracts and procurements projected by the RTA of Southeast Michigan.

The term “Marketplace” is defined as businesses located in the State of Michigan, that are both Disadvantaged Business Enterprises (DBE) and Non-Disadvantaged Business Enterprises, who are ready, willing and able to participate in RTA of Southeast Michigan contracts.

In accordance with 49 CFR Section 26.45, RTA’s proposed goal will be published in media outlets, listed in Appendix A.

#### **METHODOLOGY**

RTA considered a two-step process defined below to determine its DBE participation goal for FY2020-2022.

##### **STEP 1) Determine the Base Figure for the overall goal:**

- Calculate the relative availability of DBEs to perform the types of work forecasted by RTA of Southeast Michigan.
- Weight the respective contract dollars to be expended in each type of federally-assisted project or procurement.
- Determine the weighted DBE relative availability in the projected types of work.
- Aggregate the weighted availability figures to determine the base figure.

##### **STEP 2) Adjustments to the Base Figure:**

- Due to the difference in types of projects and projected costs of projects, the RTA will be making no adjustments to the Base Figure based on historical data or disparity studies.

Additionally, the methodology includes an explanation of how the forecasted overall goal will be achieved.

## Goal Calculation for FY2020-2022

### STEP 1: Determine the Base Figure for the Overall Goal

The RTA of Southeast Michigan determined that the Michigan Unified Certification Program (MUCP) database of Michigan DBEs and the 2016 United States (U.S.) Census Bureau data for Michigan provided relevant and reliable data to assess RTA's marketplace availability to DBEs operating within RTA geographic area, and for identifying DBEs capable of completing or contributing to future RTA opportunities. This approach was taken for the following reasons:

- All DBEs certified to work in Michigan are tracked by type of work and by their approved North American Industry Classification System (NAICS) codes on the web-based MUCP database located at [www.michigan.gov/mucp](http://www.michigan.gov/mucp).
- The U.S. 2016 Economic Census data provides economy-wide statistics for Michigan, including the number of vendors by NAICS code on both a state-wide and county-wide basis. The county-wide data for the RTA's area (Macomb, Oakland, Washtenaw and Wayne Counties) was aggregated to develop an RTA coverage area.

The RTA's core services that are funded with partial/full federal funding is currently and anticipated during the triennial period to be limited to communications, public relations, engineering and planning/landscape architecture related services. As such the following NAICS codes were used to determine the base figure for RTA services:

- 541840 Communications
- 541820 Public Relations
- 541330 Engineering
- 541320 Urban Planning/Landscape Arch.

Table 1.0 lists the number of DBE firms willing and able to work in the market area for the defined RTA practice areas listed in the MUCP. Table 1.0 also lists the overall firms willing and able to work in the RTA coverage area defined by 2016 Census Data.

**Table 1.0 - DBE & Total Firms Working in the RTA Market Area**

RTA of Southeast Michigan

**Base Goal Calculation (FY2020-FY2022)**

		A	B
NAICS Code	Project description	# of DBE firms willing and able to work in market area	# of overall firms willing and able to work in market area
541840	Communications	6	24
541820	Public Relations	19	75
541330	Engineering	34	1000
541320	Urban Planning/Landscape Arch.	26	59
	<b>Total</b>	<b>85</b>	<b>1158</b>

The following section provides a breakdown of available work for each of these areas:

## a) Communications

For the defined triennial period, the RTA anticipates using \$100,00 of federal dollars for communications services. This amount represents 17.24% of RTA's total projected FTA budget. The DBE relative availability for Communications is 25%. The weighted DBE relative availability for this project is 4.31%. (see Table 2.0)

## b) Public Relations

An estimated \$30,000 is projected for FTA-assisted public relations opportunities during the defined period. This amount represents 5.17% of RTA's total projected FTA budget. The DBE relative availability for Public Relations projects is 25.33%. The weighted DBE relative availability for Public Relations Projects is 1.31%. (See Table 2.0)

## c) Engineering

An estimated \$ 450,000 is projected for FTA-assisted Engineering Activities, representing 77.59% of RTA's total projected FTA budget. The DBE relative availability for Engineering Activities is 3.4%. The weighted DBE relative availability for Engineering Activities is 4.31%. (See Table 2.0)

## d) Planning/Landscape Architecture

For the defined triennial period, the RTA does not anticipate using any federal dollars for planning/landscape architecture. The RTA will continue to monitor future opportunities and this classification could be change in the future DBE goals.

**Table 2.0 Anticipated RTA Availabilities**

RTA of Southeast Michigan

Base Goal Calculation (FY2020-FY2022)

		A	B	C	D	E	F
NAICS Code	Project description	# of DBE firms willing and able to work in market area	# of overall firms willing and able to work in market area	# DBE firms/ # all Firms (A/B)	Step 1 FTA Contracting opportunities	Step 1 Weighted % Contract (D/ Total Contract Value)	Step 1 Weighted % DBE Goal (C x E)
541840	Communications	6	24	25.00%	\$ 100,000	17.24%	4.31%
541820	Public Relations	19	75	25.33%	\$ 30,000	5.17%	1.31%
541330	Engineering	34	1000	3.40%	\$ 450,000	77.59%	2.64%
541320	Urban Planning/Landscape Arch.	26	59	44.07%	\$ -	0.00%	0.00%
	<b>Total</b>	<b>85</b>	<b>1158</b>		\$ 580,000	100.00%	8.26%

7.34% Goal without weighting

8.26%  
Weighted Goal



Based on the above data, the Step One base figure for FTA-assisted funds was calculated to be **8.26%**. (See Table 3.0)

<b>Table 3.0 – Step One Base Figure</b> <b>Projected weighted dollar value x DBE relative availability = Weighted DBE relative</b>	
<b>Types of Work Forecast for FY2020 – 2022</b>	<b>Weighted DBE Relative</b>
Communications	4.31%
Public Relations	1.31%
Engineering	2.64%
Planning/Landscape Architecture	0%
<b>FTA Step One Base Figure (Sum of Types of Work)</b>	<b>8.26%</b>

## **STEP 2: Adjustments to the Base Figure**

RTA will be making no adjustments to the Base Figure based on historical data or disparity studies, the DBE participation goal for the next tri-annual period will be set at **8.26%**.

The current projects RTA has planned for the FY2020 goal period are different enough compared to the projects from FY2017 – 2019. Due to the difference in projects planned and the difference in funding levels for projects being continued or finished during this tri-annual period, RTA sees no reason to adjust the Base Figure using historical DBE participation from its previous DBE goal.

Evidence has shown that DBEs have participated in the past projects RTA has put out to bid, these DBEs have provided a wide range of goods and services with no evidence of disparity. No known statistical or anecdotal evidence of over utilization or under-utilization of disadvantaged businesses exists within the RTA coverage area.

**RTA has set a DBE goal of 8.26% for FY2020 – 2022**

### **RECOMMENDATION for RACE-NEUTRAL (RN) MEANS**

The RTA expects to meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating DBE participation. We estimate that in meeting the overall goal of **8.26%**, the RTA of Southeast Michigan will obtain **4.51%** from race neutral participation and **3.75%** from race-conscious measures.

The following is a summary of the basis of our estimated breakout of race-neutral and race-conscious DBE participation:

- In the previous triennial period, the RTA's DBE goal was 8.8% of which 3.1% will be obtained from race-neutral participation and 5.7 through race-conscious measures.
- During this period, the RTA had an actual DBE participation of 12.00% of which 4.00% was race neutral.

The RTA will consistently examine the effectiveness of using race-neutral means to ensure proper DBE participation and will continue to evaluate the rational for establishing a race neutral goal.

### **Outreach to Minority and Women's Groups**

The RTA conducted consultation with the following minority, women's, and business organizations were coordinated with when establishing the RTA's DBE goals. RTA sent correspondence out to the following groups to seek input on the FY2020 – 2022 goal. Consultation is intended to review the proposed overall DBE goal, receive comments, to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and help the RTA build long-term contracting relationships with DBEs in the market area. In addition, staff commits to participate in local events in the upcoming year to increase awareness of future RTA opportunities including those identified below.

- Detroit Chamber of Commerce
- Great Lakes Women's Business Council
- Michigan Association for Female Entrepreneurs
- Michigan Hispanic Chamber of Commerce
- Michigan Department of Transportation
  - Including participation in MDOT's Annual DBE Conference
- Southwest Detroit Business Association
- Conference of Minority Transportation Officials
- Women Impacting Public Policy

The RTA will also hold pre-bid conferences on all proposed contracts over \$100,000. The RTA will invite DBEs certified by the Michigan Unified Certification Program (MUCP) to attend the pre-bid/proposal meetings where they can network with prime contractors, and request clarification on any questions that they may have concerning future RTA opportunities.

The RTA attends the Michigan Department of Transportation's DBE conference and presents upcoming projects to DBE vendors, as well as networks with DBEs interested in bidding on RTA projects. RTA staff also attend Michigan Unified Certification Program (MUCP) quarterly meetings. The meetings are attended by DBE certifying agencies and other FTA covered entities in the State of Michigan. During these meetings any changes to the FTA's DBE program are discussed, along with any ongoing DBE program related issues entities are experiencing.

## Appendix A

### Media

RTA's announcement of its proposed DBE participation goal for FY2020 – 2022 will be published in the following media sources:

- The Michigan Chronicle
- Detroit News/Detroit Free Press

Web sites:

- [www.rtamichigan.org](http://www.rtamichigan.org)

### Outreach Communications

Copy of a sample outreach communication sent to local and regional DBE stakeholders.



**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

**Draft – Not for Release**

**Request for Proposal #2019-06**

**Ann Arbor to Detroit Commuter Rail Service Feasibility  
Consulting Services**

**Monday, August 19, 2019**

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Issuing Office:

**Regional Transit Authority of Southeast Michigan**

**Virginia Lickliter**  
*Executive Administrator*  
1001 Woodward Ave., Suite 1400  
Detroit, MI 48226  
T: (313) 402-1020  
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## **RFP #2019-006**

### **Section I: General Conditions and Provisions**

#### **A. Introduction**

The Regional Transit Authority of Southeast Michigan (RTA) was established in 2012 through legislation signed into law in December 2012 to coordinate transit services in southeast Michigan. The RTA is composed of the counties of Wayne, Oakland, Macomb and Washtenaw. The RTA is governed by a 10-member board with two appointees from each of the participating counties, one appointee from the City of Detroit, and one non-voting member appointed by the governor who acts as the chair.

The mission of the RTA is to:

*“manage and secure transportation resources that significantly enhance mobility options, to improve quality of life for the residents and to increase economic viability for the region.”*

It is the entity through which transit providers must apply for state and federal funds, and through which those funds are allocated to providers. The RTA is the entity responsible for maintaining a Regional Transit Master Plan to guide present and future service and is empowered to put funding questions on the ballot for public vote. The organization is focused on connecting with the community and expanding the conversation around the benefits of expanded mobility options and more investment in public transportation.

#### **B. Objectives**

The RTA requests proposals from qualified professionals (hereinafter referred to as CONTRACTOR) to provide the services described in Section III – Scope of Services in accordance with the terms and conditions set forth in this solicitation.

#### **C. Issuing Office**

The Regional Transit Authority of Southeast Michigan is issuing this RFP. This RFP is also available on the RTA’s procurement website at [www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn). Potential CONTRACTORS will be required to register with the webpage to access the RFP. Registration is free of charge.

Questions regarding this RFP or the RTA’s administrative processes can also be submitted on the RTA’s procurement website. Answers will also appear on the RTA website and will be available publicly. Questions are due by close of business **September 13, 2019**. A pre-proposal conference webinar will be held on **September 11, 2019** at 1:00 p.m. EST. If you are interested in attending the pre-conference webinar please e-mail [vlickliter@rtamichigan.org](mailto:vlickliter@rtamichigan.org) for additional information.

RTA staff can also be reached at:  
Regional Transit Authority of Southeast Michigan  
1001 Woodward Ave. - Suite 1400  
Detroit, Michigan 48226  
Phone: 313-402-1020  
FAX: 313-961-4869

#### **D. Proposals**

An electronic copy of the technical proposal must be submitted to the RTA via the Michigan Intergovernmental Trade Network (MITN) website at [www.bidnetdirect.com/mitn](http://www.bidnetdirect.com/mitn) by 4:00 PM EDT on **September 27, 2019**. Proposals should indicate the proposed scope of work, qualifications and experience, and cost structure. Please provide a brief executive summary.

#### **E. Proposal Receipt**

Proposals must be received by RTA no later than 4:00 pm, EST, **September 27, 2019**. It is the proposer's responsibility to assure all proposals are received before the due date/time. All substantive proposals become the property of the RTA and will not be returned. RTA is a public body as defined by Michigan's Freedom of Information Act (FOIA). All information will be subject to disclosure under FOIA as of the RFP return deadline date.

#### **F. Type of Contract**

Contract will be executed on the RTA's standardized Contract Form (Attachment A). Submission of a proposal by a CONTRACTOR will be understood as acceptance by that CONTRACTOR of the contract language. It is envisioned this solicitation will result in a firm, fixed price contract for a period of support of up to three years.

#### **G. Non-Discriminatory Practices**

RTA policies encourage participation by disadvantaged business enterprises (DBE), including women business enterprises (WBE), and minority business enterprises (MBE). Please include certification(s) in the proposal. RTA, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration of this award. If a Proposer is not certified, then successful proposals must provide evidence of a good-faith effort to include DBEs.

For this proposal, the RTA will require a minimum of **9%** DBE participation.

#### **H. Schedule**

The proposed schedule for this procurement is as follows:

<b>Event</b>	<b>Date</b>
Request for Proposal Issued	<b>August 19, 2019</b>
Pre-Bid Conference	<b>September 11, 2019</b>
Requests for Clarifications due	<b>September 13, 2019</b>
RTA Responses to Questions and Clarifications	<b>September 18, 2019</b>
Proposal Due Date	<b>September 27, 2019</b>

#### **I. Cost Liability**

All costs incurred in the submission of proposals or in making necessary studies, designs, or computer benchmarks or estimates for preparation of the proposals are the sole responsibility of the bidder.

## **J. Selection Criteria**

### *Selection of Proposals*

Proposals will be evaluated, negotiated, selected and any award made in accordance with the criteria and procedures described within this RFP and the RTA's Procurement Policy (December 2018). Subject to RTA's right to reject any or all proposals for sound documentable reasons, the Offeror will be selected whose proposal is found to be most advantageous to RTA, based upon consideration of the criteria.

### *Qualification Requirements*

The requirements for qualifying responsible Offerors are listed below. All of these requirements must be met; therefore, they are not listed by any particular order of importance. An Offeror, whom the selection committee finds does not meet these requirements, may be determined by the committee not to be responsible and that Offeror's proposal rejected.

1. Financial strength and resources and capability to perform the services. Willingness of any parent company to provide the required financial guaranty evident by a letter of commitment signed by an officer of the parent company having the authority to execute the parent company guaranty.
2. Evidence that the human and physical resources are sufficient to perform the Contract as specified and assure performance of the required services.
3. Evidence of satisfactory performance and integrity on contracts in meeting schedules on time. Evidence shall be by client references, including past experience with RTA, if any.

### *Proposal Evaluation Criteria*

The following are the complete criteria, listed by their degree of importance, by which proposals from responsible Offerors will be evaluated and ranked. RTA reserves the right to award to other than the lowest price proposal and to the proposal representing the best value to RTA. Price will be evaluated using the formula: lowest proposal price divided by the proposal price being evaluated multiplied by the available points.

<b>Item</b>	<b>Weight</b>
Understanding of the Scope of Work	30%
Experience in Evaluating Cost Estimates for Commuter Rail Start-up Projects	30%
Past experience in planning for Commuter Rail service, including planning for maintenance facilities and layover spaces	20%
Past experience coordinating with rail stakeholders including Class 1 railroads	10%
Cost Proposal	10%

### *Cost Proposal Format*

Cost proposals should be formatted so that the evaluation committee can easily decipher the proposed monthly cost per task, the total monthly cost, and the cost per month for any subconsultants (if any).

#### *Evaluation Procedures*

Proposals will be analyzed for conformance with the instructions and requirements of the RFP. Proposals that do not comply with these instructions and do not include the required information may be rejected as insufficient. RTA reserves the right to request an Offeror to provide any missing information and to make corrections. If RTA elects to make a request for additional information, the same request will be made to all submitting vendors. Offerors shall pay close attention to and strictly follow all instructions. Submittal of a proposal will signify that the Offeror has accepted the whole of the Contract documents, except any conditions, exceptions, or deviations. Any such conditions, exceptions, or deviations, which do not result in the rejection of the proposal, are subject to evaluation under the criteria of Proposal Evaluation Criteria.

Evaluations will be made in strict accordance with all of the evaluation criteria and procedures. RTA will select for any award the highest ranked proposal from a responsive and responsible Offeror, which does not render this procurement financially infeasible and is judged to be most advantageous to RTA based upon consideration of the Evaluation Criteria.

The RTA reserves the right to request an interview with one or all of the proposers, if it is determined needed to differentiate between multiple proposal responses.

#### *Evaluation of Proposals*

The evaluation committee, made up of RTA staff and other stakeholders, will review the proposals for the following:

1. Offeror has followed the instructions of the RFP and included sufficient detail information, such that the proposal can be evaluated. Any deficiencies in this regard must be determined by RTA to be either a defect that RTA will waive in accordance with Acceptance/Rejection of Proposals or that the proposal can be sufficiently modified to meet these requirements.
2. Proposal price will not render this procurement financially infeasible, or it is reasonable that such proposal price might be reduced to render the procurement financially feasible. Any extreme proposal deficiencies, which may render a proposal unacceptable, will be documented.
3. No information, financial or otherwise, will be provided to any Offeror about any of the proposals from other Offerors during the evaluation period.

#### *Confidentiality of Proposals*

Access to government records is governed by the State of Michigan and the Freedom of Information Act (FOIA). Except as otherwise required by the State of Michigan, RTA will exempt from disclosure proprietary information, trade secrets and confidential commercial and financial information submitted in the proposal. Any such proprietary information, trade secrets or confidential commercial information that an Offeror believes should be exempted from disclosure under the FOIA shall be specifically identified and marked as such. Blanket-type identification by designating whole pages or sections as



containing proprietary information, trade secrets or confidential commercial and financial information will not assure confidentiality. The specific proprietary information, trade secrets or confidential commercial and financial information must be clearly identified as such.

The Offeror shall submit proprietary information, trade secrets or confidential commercial and financial information, which an Offeror believes should be exempted from disclosure, in a separate volume specifically identified and marked as such as an appendix to the proposal.

Upon a request for records from a third party regarding this proposal RTA will notify in writing the party involved. The party involved must respond within twenty (20) calendar days with the identification of any and all proprietary, trade secret, or confidential commercial or financial information and the party involved shall indemnify RTA's defense costs associated with its refusal to produce such identified information; otherwise all other requested information may be released in accordance with FOIA.

RTA shall employ sound business practices no less diligent than those used for RTA's own confidential information to protect the confidence of all licensed technology, software, documentation, drawings, schematics, manuals, data and other information and material provided by Offerors and the Contractor pursuant to the Contract which contain confidential commercial or financial information, trade secrets or proprietary information as defined in or pursuant to the State of Michigan against disclosure of such information and material to third parties except as permitted by the Contract. The Contractor shall be responsible for ensuring that confidential commercial or financial information, trade secrets or proprietary information, with such determinations to be made by RTA in its sole discretion, bears appropriate notice relating to its confidential character.

## **SECTION II: SCOPE OF SERVICES**

The Contractor is expected to deliver feasibility level planning analysis to support the RTA on the following tasks related to the proposed Ann Arbor to Detroit Commuter Rail Project:

### **Task 1 – Project Management & Coordination**

- Provide monthly progress report highlighting the progress achieved, and identification of issues that may result in schedule delays or budget overruns
- Coordination with key stakeholders along the Ann Arbor to Detroit Commuter Rail corridor, including but not limited to the underlying owners of the rail lines, property owners adjacent to the rail lines that may or may not be needed to accommodate proposed maintenance facilities/layover space/stations.
- Coordinate with other RTA vendors working on the Mobility Oriented Development Study as directed by the RTA

### **Task 2 – Cost Estimate Review:**

- Review the cost estimates and assumptions developed in 2016 and make necessary updates accounting for changes in economic conditions, changes in underlying ownership, changes in capacity needs along the corridor, changes in labor markets, and other contributing factors that may have caused the 2016 cost estimates to change greater than the rate of inflation over the same period.
- Develop updated cost estimates given the outcomes of Task 3

- Identify risks associated with the newly developed cost estimate and conduct a Monte Carlo Simulation to provide the RTA with an updated probable range of cost for the Ann Arbor to Detroit Commuter Rail Project.

### **Task 3 – Evaluate Feasibility/Space Needs of Terminals:**

Since the 2016 cost estimates were developed, several changes have occurred to land uses along the Ann Arbor to Detroit commuter rail corridor. In particular there may be new opportunities at both the east and west terminals to provide additional capacity and leverage existing investments to provide space for the RTA's proposed service to conduct light duty maintenance or complete staging activities. To evaluate the feasibility of these new opportunities, the RTA is requesting the Contractor to:

- Develop desired terminal layout for the east end assuming a connection to the Michigan Central Depot (MCD) facility owned by Ford Motor Company. Vendor shall coordinate with the Ford Campus Planning Team to develop conceptual terminal layouts.
- Develop two proposed terminal layouts for the west end terminus; 1.) at the proposed Ann Arbor Amtrak station, and 2.) in the vicinity of Dexter/Chelsea
- Develop updated cost estimates for each of these proposed terminal layouts
- Develop SWOT analysis for each of these proposed terminal layouts
- Identify any mainline capacity improvements that might be needed associated with connecting to MCD on the east and Dexter/Chelsea on the west.
- Identify significant implementation challenges with any of the proposed terminus options.

### **Task 4 – Summarize Findings:**

- Vendor shall summarize findings of Tasks 2 & 3 in an electronic report format acceptable to the RTA
- RTA and its stakeholders shall have an opportunity to review and comment in a timely manner on all proposed deliverables
- Outcomes of this task will be used to support future funding requests so clarity of findings is a must

## **SECTION III: GENERAL PROPOSAL REQUIREMENTS AND FORMAT**

The following items shall be submitted with each proposal and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure to include all listed items may result in the rejection of its proposal.

**Tab I: Provide a letter of transmittal addressed to the Contracting Officer and must contain (as a minimum), the following:**

- a) Identification of the offering firm, including name, address and telephone number.
- b) Acknowledgment of RFP addenda, if any.
- c) Name, title, address and telephone number and email address of contact person during the period of proposal evaluation.
- d) A statement to the effect the proposal shall remain valid for a period of not less than 120 days from the date of submittal.
- e) Signature of person authorized to bind the offering firm to the terms of the proposal.

**Tab II: Qualifications and Experience Statement:**

- a) A brief history of the firm. This information should state the qualifications and experience of the firm, highlighting the primary practice areas described in the Scope of Services.
- b) Proposers are to demonstrate their expertise in areas that most closely resemble RTA's environment and the requested scope of work.
- c) Proposers should state their experience in working with multiple agencies who have different desires and beliefs. Ability to demonstrate past success stories, including tools and techniques used to effectively communicate with media, stakeholders, and the public.

**Tab III: Provide technical information that includes the following:**

- a) Resume of the Project Manager and other key task leads that will be assigned to coordinate and deliver the scope of work.
- b) Proposers are to describe how they can conform to and meet the envisioned RTA scope of work.
- c) Include any innovations that can be delivered within the overall framework of the project.

**Tab IV: Pricing Schedule:**

A separate price schedule should be provided for the proposed services being offered. The cost estimate must provide sufficient detail for the RTA to assess hours and costs by Tasks 1-4 including a breakdown of proposed indirect costs, overhead and fee.

**Tab V: Acceptance of Conditions:**

Indicate any exceptions to the general terms and conditions of the RFP, the contract, and to insurance and bonding requirements listed in the RFP. The deviation form included in this solicitation should be used to submit any exceptions.

## **SECTION IV: RESPONSE TO PROPOSALS**

### **A. Acceptance/Rejection of Proposals**

RTA reserves the right to reject any or all proposals for sound business reasons, to undertake discussions with one or more Offerors, and to accept the proposal or modified proposal which, in its judgment, will be most advantageous to RTA, price and other evaluation criteria considered. RTA reserves the right to consider any specific proposal that is conditional or not prepared in accordance with the instructions and requirements of this RFP to be noncompetitive. RTA reserves the right to waive any defects, or minor informalities or irregularities in any proposal that do not materially affect the proposal or prejudice other Offerors.

If there is any evidence indicating that two or more Offerors are in collusion to restrict competition or otherwise engaged in anti-competitive practices, the proposals of all such Offerors shall be rejected and such evidence may be a cause for disqualification of the participants in any future solicitations undertaken by RTA.

RTA may reject a proposal that includes unacceptable deviations to the terms and conditions or insurance requirements.

### **B. Cancellation of Procurement**

RTA reserves the right to cancel the procurement, for sound, documentable, business reasons, at any time before the Contract is fully executed and approved on behalf of RTA.

### **C. Acceptance of a Proposal**

Within ninety (90) days after the deadline for submittal of proposals RTA will act either to award the Contract or to reject all Proposals. The acceptance of a proposal shall be evidenced by RTA issuing a purchase order that serves as official notice to the successful Offeror to proceed with the contractual work. No other acts of RTA shall constitute acceptance of a Proposal for award of contract. All unsuccessful Offerors will be notified in writing by RTA that their Proposals were not selected.

## **SECTION V: PROTEST PROCEDURES**

### **A. General Procedures**

Any Proposer or Contractor whose direct economic interest would be affected by the award of the Contract or the failure to award the Contract may file a protest, claim or dispute with RTA pursuant to these protest procedures prior to filing any protest, claim or dispute with the FTA.

Protests, claims or disputes, where applicable, shall be in writing and filed with RTA directed to the General Manager, 1001 Woodward, Suite 1400, Detroit, MI 48226. Failure to comply with any of the requirements may result in rejection of the protest.

### **B. Protest Before Proposal Opening**

Protests shall be submitted in writing prior to the opening of proposals, unless the aggrieved person did not know and could not have known of the facts giving rise to such protest prior to the opening. In that case, the protest shall be submitted within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise to the protest. The protest shall clearly identify:

1. The name, address, and telephone number of the protester
2. The grounds for the protest, any and all documentation to support the protest and the relief sought
3. Steps that have been taken to date in an attempt to correct the alleged problem or concern.

### **C. Protest After Award**

Any individual or entity may file a protest with RTA alleging a violation of applicable federal, state law and/or RTA policy or procedure relative to seeking, evaluating and/or intent to award a procurement Contract. In addition, any individual or entity may file a protest with RTA alleging that RTA has failed to follow its Procurement Protest Procedures. Such protest must be filed no later than ten (10) calendar days from the notice of intent to award or non-award of the procurement Contract.

A protest, dispute, or claim with respect to the award of a Contract through solicitation of bids shall be submitted in writing within ten (10) days of notification of such award to the General Manager for a decision. All claims shall clearly identify:

- a. The name, address, and telephone number of the protester
- b. The grounds for the protest, any and all documentation to support the protest and the relief sought
- c. Steps that have been taken to date in an attempt to correct the alleged problem or concern.

A written decision by the RTA General Manager stating the grounds for allowing or denying the protest will be mailed to the protestor prior to execution of the Contract. Such decision shall be final unless the Board of Directors accepts an appeal of the General Manager's decision.

FTA Protest Procedures - FTA will only review protests regarding the alleged failure of RTA to have written protest procedures, or the alleged failure to follow such procedures. An alleged violation on other grounds falls under the jurisdiction of the appropriate State or local administrative or judicial authorities. Alleged violations of a specific Federal

requirement that provides an applicable complaint procedure shall be submitted and processed in accordance with the Federal regulation. FTA will only review protest submitted by an intercede party as defined in FTA 4220.1F. FTA's decision on any appeal will be final.

## **SECTION VI: PROPOSAL AS A CONTRACT**

Each proposal will be submitted with the understanding that acceptance in writing by RTA of the offer to furnish the products or services described shall bind the Proposer to furnish and deliver at the proposed price and in accordance with the specifications, terms and conditions, and other requirements detailed in the RFP or subsequent addendum.

## **SECTION VII: WAIVER**

The Proposer shall represent and warrant that they have sufficiently informed themselves in all matters affecting the performance of the work called for in the scope of this project; that they have checked the proposal for errors and omissions; that the prices stated in the proposal are correct and as intended by them and is a complete and correct statement of the prices for performing the work required.

## **SECTION VIII: REQUIRED FORMS**

The following forms must be completed and submitted with Proposals. All forms are included in this solicitation package in Appendix A.

- A. Proposal Response Form
- B. Representations and Certifications
- C. Receipt of Addenda Form
- D. Deviation Form
- E. Agreement of Services Form
- F. Non-Collusion Affidavit
- G. Affirmative Action Plan Certification
- H. Draft Agreement
- I. Federal contract clauses Professional and A&E more than \$150,000, Michigan Department of Transportation 3160 (09/18) – (must be signed and submitted as part of the proposal. The form can be accessed here:)  
<https://mdotjboss.state.mi.us/webforms/FormDetails.htm?formNumber=3160>





**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

**APPENDIX A  
REQUIRED FORMS**



**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

## PROPOSAL RESPONSE FORM

Proposer Name: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

Title: \_\_\_\_\_

Address:

e-mail: \_\_\_\_\_

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number



**REGIONAL  
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OF SOUTHEAST MICHIGAN

## REPRESENTATIONS AND CERTIFICATIONS FORM

### A. REPRESENTATIONS

Proposers firm is: (check or complete all applicable boxes)

- ☐ an individual
- ☐ a partnership
- ☐ a non-profit organization
- ☐ a corporation, incorporated under the laws of the State of \_\_\_\_\_
- ☐ a limited liability corporation (LLC)
- ☐ other, \_\_\_\_\_

#### 1. Covenants Against Gratuities:

Neither Proposer nor any of its employees, representatives or agents have offered or given gratuities or will offer or give gratuities (in the form of entertainment, gifts or otherwise) to any director, officer or employee of RTA with the view toward securing favorable treatment in the awarding, amending, or the making of any determination with respect to Proposer selection or the performance of the Contract.

The undersigned Proposer certifies that the foregoing is true.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proposer

\_\_\_\_\_  
Authorized Representative



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OF SOUTHEAST MICHIGAN

## PROPOSAL ADDENDA FORM

Addenda:

The undersigned acknowledges receipt of the following addenda to the document:

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

Failure to acknowledge receipt of all addenda may cause the bid to be considered non-responsive to the solicitation. Acknowledged receipt of each addendum must be clearly established and included with the offer.

The undersigned understands that any conditions stated above, clarifications made to above or information submitted on or with this form other than that requested, will render bid unresponsive.

\_\_\_\_\_  
(Name of Individual, Partnership or Corporation)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Authorized Signature) (Title)

\_\_\_\_\_  
(Date) (Telephone)



**REGIONAL  
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## **DEVIATION FORM**

TO: Regional Transit Authority of Southeast Michigan  
1001 Woodward Avenue, Suite 1400  
Detroit, MI 48226

The following are identified deviations that we wish to bring to the attention of the RTA for this procurement.

List of Deviations from RFP, the Standard RTA Agreement and/or the insurance and bonding requirements:

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**REGIONAL  
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## **AGREEMENT OF SERVICES FORM**

TO: Regional Transit Authority of Southeast Michigan  
1001 Woodward Avenue, Suite 1400  
Detroit, MI 48226

The undersigned hereby agrees to furnish the services as listed below in accordance with the specifications on file with the RTA, which have been carefully examined and attached hereto.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

For (Company):

\_\_\_\_\_

Address:

\_\_\_\_\_



**REGIONAL  
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## **CERTIFICATE OF NON-COLLUSION FORM**

I hereby swear (or affirm) under penalty for perjury:

- A. That I am the Proposer or an officer or employee of the proposing corporation having authority to sign on its behalf (if the Proposer is a corporation);
- B. That the attached proposal has been arrived at by the Proposer independently and have been submitted without collusion and without any agreement, understanding, or planned course of action with any other vendor of materials, supplies, equipment, or service described in the Request for Proposal, designed to limit independent proposals or competition;
- C. That the contents of the proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or agent of the Proposer or its surety on any bond furnished with the Proposer, and will not be communicated to any such person prior to the official opening of the proposals; and,
- D. That I have fully informed myself regarding the accuracy of the statement made in this affidavit.

SIGNED \_\_\_\_\_

FIRM NAME \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

Proposers E.I. Number \_\_\_\_\_  
(Number used on employer's Quarterly Federal Tax Return)



**REGIONAL  
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OF SOUTHEAST MICHIGAN

## **AFFIRMATIVE ACTION PLAN CERTIFICATION FORM**

The undersigned hereby certifies that the business is in compliance with all federal affirmative action requirements applicable to the business.

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

## **SAMPLE AGREEMENT OF SERVICES**

### **REGIONAL TRANSIT AUTHORITY OF SOUTHEAST MICHIGAN AGREEMENT FOR SERVICES**

**THIS AGREEMENT**, made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2019 (“Effective Date”) by and between \_\_\_\_\_, (hereinafter, together with its assignees and successors in interest, called the "Contractor") and the REGIONAL TRANSIT AUTHORITY OF SOUTHEAST MICHIGAN - a Michigan Regional Transit Authority; 1001 Woodward - Suite 1400, Detroit, Michigan 48226 (hereinafter called “RTA”). All terms and conditions of the prime contract 2017-0119, between the RTA and the Michigan Department of Transportation hereinafter referred to as the “DEPARTMENT,” are incorporated in this Agreement. In the event of a conflict between the terms and conditions of the subcontract and the prime contract, 2017-0119, the prime contract prevails.

#### **WITNESSETH:**

**WHEREAS**, The RTA desires to engage the Contractor to render certain professional services hereafter described, in connection with an undertaking which is expected to be partially financed under: 49 U.S. Code §5339 – Bus and bus facilities formula grants, as amended; and pursuant to Title 23, Chapter 1, Section 134, United States Code; with funds provided by the Federal Transit Administration and the Michigan Department of Transportation; pursuant to the Federal Water Pollution Control Act (33 USC 1251 as amended by the Clean Water Act of 1977 (Public Law 95-217); pursuant to the Clean Air Act, as amended, 1977, (hereinafter referred to jointly or individually, as appropriate as the Grantor Agency(ies), as applicable.

**NOW THEREFORE**, the parties hereto, for the consideration hereinafter specified mutually agree as follows:

#### **ARTICLE I. ASSISTANCE TO THE TRANSIT AUTHORITY**

Section A. The RTA hereby agrees to engage the Contractor and the Contractor hereby agrees to perform the services hereinafter set forth in connection with the Work Plan of the RTA (See **ATTACHMENT I, APPENDIX A**).

Section B. The Contractor shall perform all the necessary services provided under this Agreement in connection with and respecting the following area or areas, herein called the "Planning Area":

The Planning Area consists of the City of Detroit and the Counties of Oakland, Macomb, Washtenaw, and Wayne.

Section C. The Contractor shall do, perform, and carry out in a satisfactory and proper manner as determined by the RTA, the services detailed in **Attachment I** of this Agreement.

#### **ARTICLE II. GENERAL**

Section A. All studies, procedures and estimates made in connection with these services, are subject to review and approval of the RTA, for completeness and fulfillment of the requirements of this Agreement.

Section B. The interests of the RTA require close cooperation, and the Contractor shall confer as necessary and cooperate with the RTA in order that the work may proceed in a mutually satisfactory manner.

Section C. The Contractor or its designated representative, upon at least forty-eight (48) hours notice, shall, attend meetings, conferences and public hearings, when requested, and will confer and cooperate in the presentation of these services at such convocations.

Section D. The RTA hereby agrees to make available without charge to the Contractor, at the RTA's headquarters, office space needed by the Contractor in addition to its usual place of business for the performance of the services agreed to under this Agreement, and the Contractor hereby agrees not to include any charge for such additional space in its fee.

Section E. The Contractor hereby agrees to abide by applicable regulations and standards of the National Energy Conservation Program by fostering, promoting, and achieving energy conservation. Contractors must utilize to the maximum practicable extent the most energy-efficient equipment, materials, and construction and operating procedures available.

Section F. This Agreement is funded in part by a grant from a single Grantor agency or combination of grantor agencies listed in the preamble of this agreement. Neither the United States, the State of Michigan, nor any of the grantor agencies are a party to this agreement.

### **ARTICLE III. CHANGES**

The RTA may, at any time by written order, make changes in the work and services to be performed, under this Agreement and within the general scope thereof. If such changes cause an increase or decrease in the cost of performing the work and services under this Agreement or in the time required for its performance, an equitable adjustment shall be made and the Agreement shall be modified by written mutual agreement of the parties hereto as evidenced by an amendment hereto and approved by the Grantor Agency (ies) when required. Any claim for adjustment under this article must be made in writing to the RTA within thirty (30) calendar days from the date the change is ordered. Nothing provided in this article shall excuse the Contractor from proceeding with the prosecution of the work so changed.

### **ARTICLE IV. INDEMNIFICATION AGREEMENT**

The Contractor hereby expressly agrees and covenants that it will hold and save harmless and indemnify the State of Michigan, the Grantor Agency (ies), the RTA, and their respective officers, agents, servants, and employees from liability of any nature or kind, in connection with the work to be performed hereunder, arising out of any negligent act or omissions of the Contractor or of any employee or agents of the Contractor, or any person, firm or corporation employed by the Contractor, or any of them, or associated with it including any persons, firm or corporation having the status of an independent contractor, or engaged by the Contractor, to perform any work required by or in connection with the work required by this Agreement.

### **ARTICLE V. DISPUTES**

The General Manager of the Regional Transit Authority of Southeast Michigan will, in all cases, decide any and all questions which may arise concerning a question of fact in connection with the work not disposed of by agreement, among or between the parties to the Agreement. If the representatives of either party disagree with the General Manager's decision, either Party may pursue its respective legal and equitable remedies.

## **ARTICLE VI. RESPONSIBILITY OF THE CONTRACTOR**

Section A. The Contractor shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all services furnished by the Contractor under this Agreement. The Contractor shall, without additional compensation, correct or revise any errors or deficiencies in its services. The Contractor shall perform the Services in accordance with the degree of professional skill, quality and care ordinarily exercised by members of the same profession currently practicing in the same locality under comparable circumstances and as expeditiously as is consistent with professional skill and the orderly progress of the Project.

Section B. The Contractor shall perform such services as may be necessary to accomplish the work required to be performed under this Agreement, in accordance with this Agreement and applicable Grantor Agency (ies) requirements.

Section C. Approval by the RTA of reports, work or materials furnished hereunder shall not in any way relieve the Contractor of responsibility for the technical adequacy of the work. Neither the RTA's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement, and the Contractor shall be and remain liable in accordance with applicable law for all damages to the RTA caused by the Contractor's negligent performance of any of the services furnished under this Agreement.

Section D. The Contractor shall direct any media inquiries regarding the services covered by this contract to the RTA.

Section E. Michigan law, in addition to any other rights and remedies, provides the rights and remedies of the RTA provided for under this Agreement.

## **ARTICLE VII. PERSONNEL**

Section A. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this Agreement.

Section B. All of the services required hereunder will be performed by the Contractor or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under State and Local law to perform such services.

Section C. The Contractor shall not, without written permission from the RTA, engage the services of any person or persons in the employ of the RTA for any work required by the terms of this Agreement.

## **ARTICLE VIII. NONDISCRIMINATION IN EMPLOYMENT**

Section A. The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

Section B. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, and national origin or solely by reason of a physical or mental impairment or by reason of status as a disabled veteran or a veteran of the Vietnam era. This policy of nondiscrimination shall include, but shall not be limited to: employment, upgrading, demotion, transfers, recruitment or recruitment advertising, layoffs or terminations, rates of pay or other forms of compensation and the selection of employees for training, including apprenticeship, and participation in recreational and educational activities. The Contractor shall adhere to the concepts of affirmative action promulgated by President Executive Order 11246, as amended, and all other applicable federal and state standards established for affirmative action. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices, provided by federal or state civil rights commissions, setting forth the provisions of the above statement of nondiscrimination. The Contractor shall cause the above statements of nondiscrimination and affirmative action to be inserted in all subcontracts for any work covered by this contract to insure that such provisions will be binding upon each subcontractor. All solicitations or advertisements for employees placed by or on behalf of the Contractor shall clearly indicate that the Contractor adheres to the concepts of equal opportunity and affirmative action as required by federal and state laws and regulations.

Section C. The Contractor shall maintain such records and submit such reports concerning the racial and ethnic origin of applicants for employment and employees, as the RTA or the RTA's grantor agencies may require. The Contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor as well as the Contractor itself and said Contractor shall permit access to its books, records, and accounts by the Michigan Civil Rights Commission and/or its agent, for purpose of investigation to ascertain compliance with this contract and with rules, regulations, and orders of the Michigan Civil Rights Commission relevant to Section 4, Act No. 251, Public Acts of 1955, as amended.

## **ARTICLE IX. SUBCONTRACT APPROVAL**

Section A. For the services performed and expenses incurred by the Contractor under this Agreement, it is agreed that the total cost shall not exceed \$\_\_\_\_\_. which amount includes a total fixed fee not to exceed \$\_\_\_\_\_ (as specified in **Attachment II** of this Agreement), without the written approval of the RTA and the Grantor Agency (ies) when required. Costs shall be in accordance with the requirements of 48 CFR, Part 31.

Section B. The Contractor will cooperate with the RTA in meeting commitments and goals with regard to the maximum utilization of minority business enterprises and will use its best efforts to insure that minority business enterprises shall have the maximum practicable opportunity to compete for subcontract work under this Agreement.

Section C. The fixed fees of the Subcontractor shall be considered to be part of the fixed fees of the Contractor.

## **ARTICLE X. PAYMENT**

Section A. For the services performed and expenses incurred by the Contractor under this Agreement, it is agreed that the total cost shall not exceed the amount specified in **Attachment II** of this Agreement, without the written approval of the RTA and the Grantor Agency (ies) when required.

Section B. Checks in payment for services rendered hereunder shall be drawn to the order of the Contractor and mailed to the Contractor at its address as set forth in this Agreement. The Contractor hereby expressly agrees that the acceptance of the check so drawn shall constitute full payment by the RTA to the Contractor, for the services for which such payments are made. RTA shall pay all undisputed portions of Contractor's invoices within 45 days of receipt without holdback or retention.

Section C. The making of payments including partial payments by the RTA to the Contractor in the manner aforesaid, shall vest in the RTA's title to, and the right to take possession of, all reports, estimates, computations, memoranda, and other papers, documents and material produced by the Contractor up to the time of such payments, and the RTA shall have the right to use the same for public purpose or make any desirable alterations thereto, without other or further compensation to the Contractor or to any other person.

Section D. The Contractor shall maintain accounting records and other evidence pertaining to the costs incurred, and make the records available at its office at all reasonable times during the Agreement period and for three (3) years from the date of submission of the final expenditure report pertaining to this Agreement by the RTA to the Federal Grantor Agency (ies). The RTA and any authorized representative of the Federal Government will make such accounting records and other evidence pertaining to the costs incurred, available for inspection, and copies thereof shall be furnished if requested.

## **ARTICLE XI. AUDITS AND INSPECTION**

The Contractor shall permit the authorized representatives of the RTA, its grantor agency (ies) and the Comptroller General of the United States to inspect and audit all data and records of the Contractor relating to its performance and its subcontracts under this Agreement from date of Agreement through and until the expiration of three years after completion of agreement with which Federal funds are used.

## **ARTICLE XII. PUBLICATION, REPRODUCTION AND USE OF MATERIALS**

Section A. The publication of any data or information made in connection with this Agreement shall be in accordance with publication requirements of the RTA.

Section B. No material produced in whole or in part under this Agreement, shall be subject to copyright in the United States, or in any other country by the Contractor. The RTA shall have unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, or other materials prepared under this Agreement.

Section C. All reports, estimates, memoranda and other papers and documents submitted by the Contractor shall be dated and bear the Contractor's name.

All reports, maps and other documents completed as part of this Agreement, other than documents exclusively for internal use with the RTA, shall carry the following notation on the front cover or a title page (or in the case of maps, in the same block), containing the name of the RTA:

"The preparation of this (report, map, document, etc.) was financed in part through: cooperation with the Department of Transportation, Urban Mass Transportation Administration; the Federal Transit Administration, and the participation of the Michigan State Transportation Commission; or a planning grant from the environmental Protection Agency. This document was prepared (month/year) for the Regional Transit Authority of Southeast Michigan."

Section D. The RTA shall make available to the Contractor all of the RTA's data, reports, analyses, drawings, maps, tables and other pertinent background information related to the Study under this Agreement.

Section E. Any reports, information, data, etc., given to or prepared or assembled by the Contractor under this Agreement, which the RTA requests to be kept as confidential, shall not be made available to any individual or organization by the Contractor, without prior written approval of the RTA.

### **ARTICLE XIII. TIME FOR COMPLETION**

The Contractor shall commence the work required by this Agreement, on the date specified in a written Notice to Proceed, and will complete the work specified in **Attachment I** within the time period provided in **Attachment I**. Extensions beyond this period will be written mutual agreement of the parties hereto, as evidenced by an amendment hereto, approved prior to the execution thereof, by the RTA and the Grantor Agency (ies), when required.

### **ARTICLE XIV. TERMINATION**

Section A. This Agreement may be terminated in whole, or in part, in writing by the RTA in the event of substantial failure of the Contractor to fulfill its obligation under this Agreement: Provided, that the RTA shall give the Contractor not less than ten (10) days written notice (delivered by certified mail, return receipt requested) of intent to terminate and an opportunity for consultation prior to termination.

Section B. This Agreement may be terminated in whole, or in part, in writing by the RTA for its convenience: Provided, that no such termination may be effected unless the Contractor is given not less than ten (10) days written notice (delivered by certified mail, return receipt requested) of intent to terminate.

Section C. If termination for default is effected by the RTA an equitable adjustment in the price provided for in this Agreement shall be made, but (a) no amount shall be allowed for anticipated profit on unperformed services or other work, and (b) any payment due to the Contractor at time of termination be adjusted to the extent of any additional costs occasioned to the RTA by reason of the Contractor's default, or if termination for convenience is effected by the RTA, the equitable adjustment shall include a reasonable profit for services or other work performed. The equitable adjustment for any termination shall provide for payment to the Contractor for services rendered and expenses incurred prior to the termination, in addition to termination settlement costs reasonably incurred by the Contractor relating to commitments which had become firm prior to the termination.

Section D. Upon receipt of termination action pursuant to Section A and B, above, the Contractor shall (a) promptly discontinue all services affected (\*unless the notice directs otherwise); and (b) terminate all subcontracts to the extent that they relate to the performance of work terminated by the RTA, and (c) deliver or otherwise make available to the RTA, all data, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing this Agreement, whether completed or in process.

Section E. Upon termination pursuant to Section A, above, the RTA may take over the work and prosecute the same to completion by agreement with another party or otherwise and the Contractor is held liable for any excess costs for such similar work or service.

Section F. If after termination for failure of the Contractor to fulfill contractual obligations, it is determined that the Contractor had not so failed, the termination shall be deemed to have been effected for the convenience of the RTA. In such event, adjustment of the price provided for in this Agreement shall be made as provided in Section C of this Article.

Section G. The rights and remedies of the RTA and the Contractor provided in this Article are in addition to any other rights and remedies provided by law or under this Agreement.

## **ARTICLE XV. ASSIGNABILITY, DEATH OR DISABILITY**

The Contractor shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the RTA. Provided, however, that claims for money due, or to become due to the Contractor from the RTA under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the RTA.

Where the services of a partnership are engaged as Contractors, each partner shall take full responsibility for, and actively participate in all work provided for them herein from date of execution of this Agreement, until the services have been completed and accepted by the RTA; provided, however, that the death, incapacitation or retirement of one or more of the partners shall not, of itself, be deemed to incapacitate the other remaining partners, providing the remaining partners are, in the judgment of the RTA, able and competent to carry out the terms of this Agreement, in which latter event no reduction shall be made in the compensation on account of such death, incapacitation or retirement.

## **ARTICLE XVI. INTEREST OF CONTRACTOR**

The Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor further covenants that in the performance of this Agreement, no person having such interest shall be employed.

## **ARTICLE XVII. INTEREST OF MEMBERS OF TRANSIT AUTHORITY AND OTHERS**

No officer or employee of the RTA and no members of its governing body of the locality or localities in which the Project is situated or being carried out, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this Project, shall participate in any decision relating to this Agreement, which affects its personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested, or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

## **ARTICLE XVIII. OFFICIALS NOT TO BENEFIT**

No member of or delegate to the Congress of the United States of America, or Resident Commissioner, shall be admitted to any share or part of this agreement or to any benefit to arise, herefrom.

## **ARTICLE XIX. CONTINGENT FEES**

The Contractor warrants it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the RTA shall have the right to annul this Agreement without liability or, at its discretion, to deduct from the fees due the Contractor, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

## **ARTICLE XX. GRATUITIES**

Section A. The RTA may, by written notice to the Contractor, terminate the right of the Contractor to proceed under this Agreement if it is found, after notice and hearing, by the RTA that gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Contractor, or any agent or representative of the Contractor, to any official or employee of the RTA with a view toward securing a contract of securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performance of this Agreement: Provided, that the existence of the facts upon which the RTA makes such findings shall be in issue and may be reviewed in proceedings pursuant to the "Disputes" Article of this Agreement.



Section B. In the event this Agreement is terminated as provided in Section A., hereof, the RTA shall be entitled (a) to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the Agreement by the Contractor, and (b) as a penalty in addition to any other damages to which it may be entitled by law, to exemplary damages in an amount (as determined by the RTA) which shall be not less than three nor more than ten times the costs incurred by the Contractor in providing any such gratuities to any such officer or employee.

Section C. The rights and remedies of the RTA provided in this Article shall not be exclusive and are in addition to any rights and remedies provided by law or under this Agreement.

## **ARTICLE XXI. PRICING OF ADJUSTMENTS**

When costs are a factor in any determination of a contract price adjustment pursuant to the "Changes" Article or any other provision of this Agreement, such costs shall be in accordance with 48CFR Part 31.

## **ARTICLE XXII. EXCUSABLE DELAY**

Except with respect to defaults of subcontractors the Contractor shall not be in default by reason of any failure in performance of this Agreement in accordance with its terms (including any failure by the Contractor to make progress in the prosecution of the work hereunder which endangers such performance) if such failure arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to: acts of God or of the public enemy; fires; floods; epidemics; quarantine restrictions; strikes; freight embargoes; and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the failure of a subcontractor to perform or make progress and if such failure arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be in default, unless (a) the services to be furnished by the subcontractor were obtainable from other sources, (b) the RTA shall have ordered the Contractor in writing to procure such supplies or services from such other sources, and (c) the Contractor shall have failed to comply reasonably with such order. Upon request of the Contractor, the RTA shall ascertain the facts and extent of such failure, if he shall determine that any failure to perform was occasioned by any one or more of the said causes, the delivery schedule shall be revised accordingly, subject to the rights of the RTA under the Article hereof entitled "Termination". (As used in this Article, the terms "subcontractor" and Subcontractors" mean subcontract(s) at any tier.)

## **ARTICLE XXIII. PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA**

Section A. If the RTA determines that any price, including profit, negotiated in connection with this Agreement or any cost reimbursable under this Agreement was increased by any significant sums because the Contractor, or any subcontractor furnished incomplete or inaccurate cost or pricing data or data not current as certified in its certification of current cost or pricing data (EPA Form 5700-41), then such price or cost or profit shall be reduced accordingly and the Agreement shall be modified in writing to reflect such reduction.

Section B. Failure to agree on a reduction shall be subject to the "Disputes" Article of this Agreement.

## **ARTICLE XXIV. LIMITATION OF COST**

Section A. It is estimated that the total cost to the RTA for the performance of this Agreement, exclusive of any fee, will not exceed the estimated cost set forth in the Compensation Article, and the Contractor agrees to use its best efforts to perform the work specified in the Scope of Services and all obligations under this Agreement within such estimated cost. If, at any time, the Contractor has reason to believe that the costs which it expects to incur in the performance of this Agreement in the next sixty (60) days, when added to all costs previously incurred, will exceed seventy-five percent (75%) of the estimated cost then set forth in the Compensation Article, or if, at any time, the Contractor has reason to believe that the total cost to the RTA for the performance of this Agreement, exclusive of any fee, will be greater or substantially less than the then estimated cost hereof, the Contractor shall notify the RTA in writing to that effect, giving its revised estimate of such total cost for the performance of this Agreement.

Section B. Except as required by other provisions of this Agreement specifically citing and stated to be an exception from this Article, the RTA shall not be obligated to reimburse the Contractor for costs incurred in excess of the estimated cost set forth in the Compensation Article, and the Contractor shall not be obligated to continue performance under this Agreement (including actions under the Termination Article) or otherwise to incur costs in excess of the estimated cost set forth in the Compensation Article, unless and until the RTA shall have notified the Contractor in writing that such estimated cost has been increased and shall have specified in such notice a revised estimated cost which shall thereupon constitute the estimated cost of performance of this Agreement. No notice, communication, or representation in any other form or from any person other than the RTA shall affect the estimated cost of this Agreement. In the absence of the specified notice, the RTA shall not be obligated to reimburse the Contractor for any costs in excess of the estimated cost set forth in the Compensation Article, whether those excess costs were incurred during the course of the agreement or as a result of termination. When and to the extent that the estimated cost set forth in the Compensation Article has been increased, any costs incurred by the Contractor in excess of the estimated cost prior to such increase shall be allowable to the same extent as if such costs had been incurred after the increase; that the increase is solely for the purpose of covering termination or other specified expenses.

Section C. Change orders issued pursuant to the Changes Article of this Agreement shall not be considered an authorization to the Contractor to exceed the estimated cost set forth in the Compensation Article in the absence of a statement in the change order, or other contract modification, increasing the estimated cost.

Section D. In the event this Agreement is terminated or the estimated cost not increased, the RTA and the Contractor shall negotiate an equitable distribution of all property produced or purchased under the Agreement based upon the share of costs incurred by each.

Section E. agrees that the costs reported to the RTA for this Contract will represent only those items that are properly chargeable in accordance with this Contract. Also certifies that it has read the contract terms and has made itself aware of the applicable laws, regulations, and terms of this Contract that apply to the reporting of costs incurred under the terms of this Contract.

## **ARTICLE XXV. CERTIFICATION**

The contractor's signature on this Agreement constitutes the contractor's certification of 'status' under penalty of perjury under the laws of the United States with respect to 49 CFR Part 29 pursuant to Executive Order 12549. The certification included as a part of this Agreement as **Attachment III** is Appendix B of 49 CFR Part 29.

## **ARTICLE XXVI. INSURANCE**

Section A. Contractor warrants and represents that Contractor has in force as of the Effective Date, and will maintain during this Agreement, the following insurance coverage and minimum limits:

1. Commercial General Liability insurance with limits for bodily injury and property damage of not less than \$3,000,000 per occurrence.
2. Commercial Automobile Liability insurance with limits of liability for bodily injury and property damage of not less than \$1,000,000 per occurrence;
3. Professional Liability Insurance (e.g., errors and omissions) of not less than \$3,000,000 per occurrence; and
4. Workers' Compensation insurance with statutory limits and with an employer's liability limit of at least \$500,000 in the event Contractor employs any employees.

Section B. Coverage shall be written by insurance companies that are satisfactory to the RTA and admitted to do business where Services under this Agreement are performed. The insurance companies shall have a current AM Best's rating of not less than A-. Any and all deductibles shall be assumed by, for the account of, and at the sole risk of Contractor. All insurance policies shall provide the RTA with 30 days' advance written notice of cancellation. Contractor shall provide valid certification of the above at the commencement of the Agreement and upon issuance, re-issuance, renewal or expiration of any policy, whichever is applicable. Further, the RTA shall be listed as additional insured under such policies, and Contractor shall forward a certificate of insurance verifying such insurance upon the RTA's written request.

## **ARTICLE XXVII. ENTIRE AGREEMENT**

This Agreement, and any documents referenced herein, contain the entire agreement of the Parties relating to the Work Plan. The Parties acknowledge that in entering into this Agreement, neither is relying, nor have they relied, on any promise, representation or statement made by or on behalf of the other Party which is not set forth in this Agreement, and any documents referenced herein.

[SIGNATURES ON THE NEXT PAGE]

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be made and executed by their proper officials.

REGIONAL TRANSIT AUTHORITY OF  
SOUTHEAST MICHIGAN

BY:

\_\_\_\_\_  
General Manager

Date:\_\_\_\_\_

CONTRACTOR

BY:

\_\_\_\_\_  
Title:\_\_\_\_\_

\_\_\_\_\_  
Federal ID

Date:\_\_\_\_\_

## ATTACHMENT I

This **Attachment I** is attached to and hereby made a part of the Agreement for Services by and between \_\_\_\_\_ (hereinafter referred to as the “Contractor”) and the Regional Transit Authority of Southeast Michigan (hereinafter referred to as RTA”) dated \_\_\_\_, 2019

### Scope of Services and Schedule

The Contractor shall do, perform and complete in a satisfactory manner, as determined by the RTA, the work described in Appendix A. The Work plan was developed in response to RFP #2019-003 which is incorporated by reference into the Scope of Work.

The work will be carried out following the schedule presented in Appendix A. All work will be completed by \_\_\_\_\_.

REGIONAL TRANSIT AUTHORITY OF  
SOUTHEAST MICHIGAN

BY:

\_\_\_\_\_  
General Manager

Date:\_\_\_\_\_

CONTRACTOR

BY:

\_\_\_\_\_  
Title:\_\_\_\_\_

\_\_\_\_\_  
Federal ID

Date:\_\_\_\_\_

## APPENDIX A

## ATTACHMENT II

This Attachment II is attached to and hereby made a part of the Agreement for Services by and between \_\_\_\_\_ (hereinafter referred to as the "Contractor"), and the Regional Transit Authority of Southeast Michigan (hereinafter referred to as "RTA"), dated \_\_\_\_\_, 2019.

### Compensation

#### Section 1

This is a fixed price contract based on monthly services provided for an amount not to exceed \$\_\_\_\_\_, which amount includes a fixed fee of \$\_\_\_\_\_. Compensation will be made in accordance with the cost presented in Appendix B.

#### Section 2

The reimbursement process will be as follows:

1. Submission of monthly invoices and progress reports by contractor to:

Regional Transit Authority of Southeast Michigan  
1001 Woodward - Suite 1400  
Detroit, Michigan 48226  
Attn: Accounts Payable

Invoices should document expenses by task indicating hours charged and dollars for labor and other direct costs. RTA shall pay all undisputed portions of Contractor's invoices within 45 days of receipt without holdback or retention.

2. After review and approval of invoice, the RTA will enter invoice into Accounts Payable system and bill MDOT for reimbursement as a part of our monthly billings.

REGIONAL TRANSIT AUTHORITY OF  
SOUTHEAST MICHIGAN

BY:

\_\_\_\_\_  
General Manager

Date:\_\_\_\_\_

CONTRACTOR

BY:

\_\_\_\_\_  
Title:\_\_\_\_\_

\_\_\_\_\_  
Federal ID

Date:\_\_\_\_\_

## **APPENDIX B**



### ATTACHMENT III

[This is a reproduction of Appendix B of 49 CFR Part 29]  
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY,  
AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

#### Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transaction”, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transaction.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the

certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Telephone No. (517) 335-2513 or (517) 335-2514).

8. Nothing contained in the foregoing shall be considered shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

[Federal Register Doc. 88-11561 Filed 5-25-88; 8:45 a.m.]

March 9, 1989

4823-1653-6725.3



# Regional Master Transit Plan (RMTP)

## Why Update Now?



### REGIONAL MASTER TRANSIT PLAN

Sets the strategic and comprehensive Regional Transportation Vision for the entire RTA region

20-year planning horizon (2020-2045)

Covers the entire four-county RTA region (Wayne, Macomb, Oakland, and Washtenaw counties)

Sets policies/priorities for transit and mobility investments

Identifies strengths and weaknesses of existing systems

Identifies program-level opportunities for system-wide improvement

Is not a fiscally-constrained document

Identifies regional funding needs

Consistent with Master Plans, Comprehensive Operational Analysis, and Strategic Plans developed by local public transit providers

Consistent with the SEMCOG Regional Transportation Plan

Updated approximately every five years

WHAT IS THE GENERAL PURPOSE?

WHAT TIME PERIOD DOES IT COVER?

WHAT GEOGRAPHIC REGION DOES IT COVER?

WHAT DOES IT DO?

IS THERE A FINANCIAL COMPONENT?

DOES IT COMPLY WITH OTHER PLANNING PROJECTS OR DOCUMENTS?

WHEN DOES IT GET UPDATED?



### Recent Mobility Wins!





2045 Vision

Providing the people of Southeast Michigan with seamless mobility services offered by a collaborative network of providers.

To better meet the needs of the people of the Southeast Michigan region, requires the implementation of a regional mobility vision that seeks to achieve the following:

Moving R People

- Provides people with reliable, efficient, frequent, and affordable transit services across a core transit network.
- Supports access to jobs, education, health care, special events and other daily needs for people who are more likely to use transit based on ability, age or income.
- Is flexible enough to keep pace with people’s ever-changing needs as it relates to service frequencies and hours.

Investing in R Future

- Increases the attractiveness of investment in Southeast Michigan by providing sufficient mobility services that employers, businesses, the development community, and the education system can depend upon.
- Supports a talent pipeline in the transportation services sector and other core economic sectors that are needed to deliver mobility services today and into the future.
- Establishes a framework that assures the region is a national leader in the implementation of new mobility services including the deployment of connected and autonomous vehicles.
- Ensures sustainability of existing and expanded mobility services through the year 2045, allowing transit providers and other stakeholders to unlock additional federal and state funding opportunities.

Enhancing R Quality of Life

- Connects to the abundance of entertainment, parks, open spaces and other recreational activities that exist across the region, giving people more access and mobility choices to live, work and play across the region.
- Makes transit and other mobility services more user-friendly for all people choosing to use.
- Improves bicycle and pedestrian accessibility, giving people more choices to walk, bike and connect across the region.
- Improves the economic stability of the region and adds potential for more growth.

Connecting R Communities

- Eliminates existing mobility deserts and connects people in communities across the region with new transit and mobility services that today are often very limited.
- Leverages the region’s existing transportation assets, including the world-class Detroit Metropolitan Wayne County Airport to allow more people to connect to and through our region.

Overview

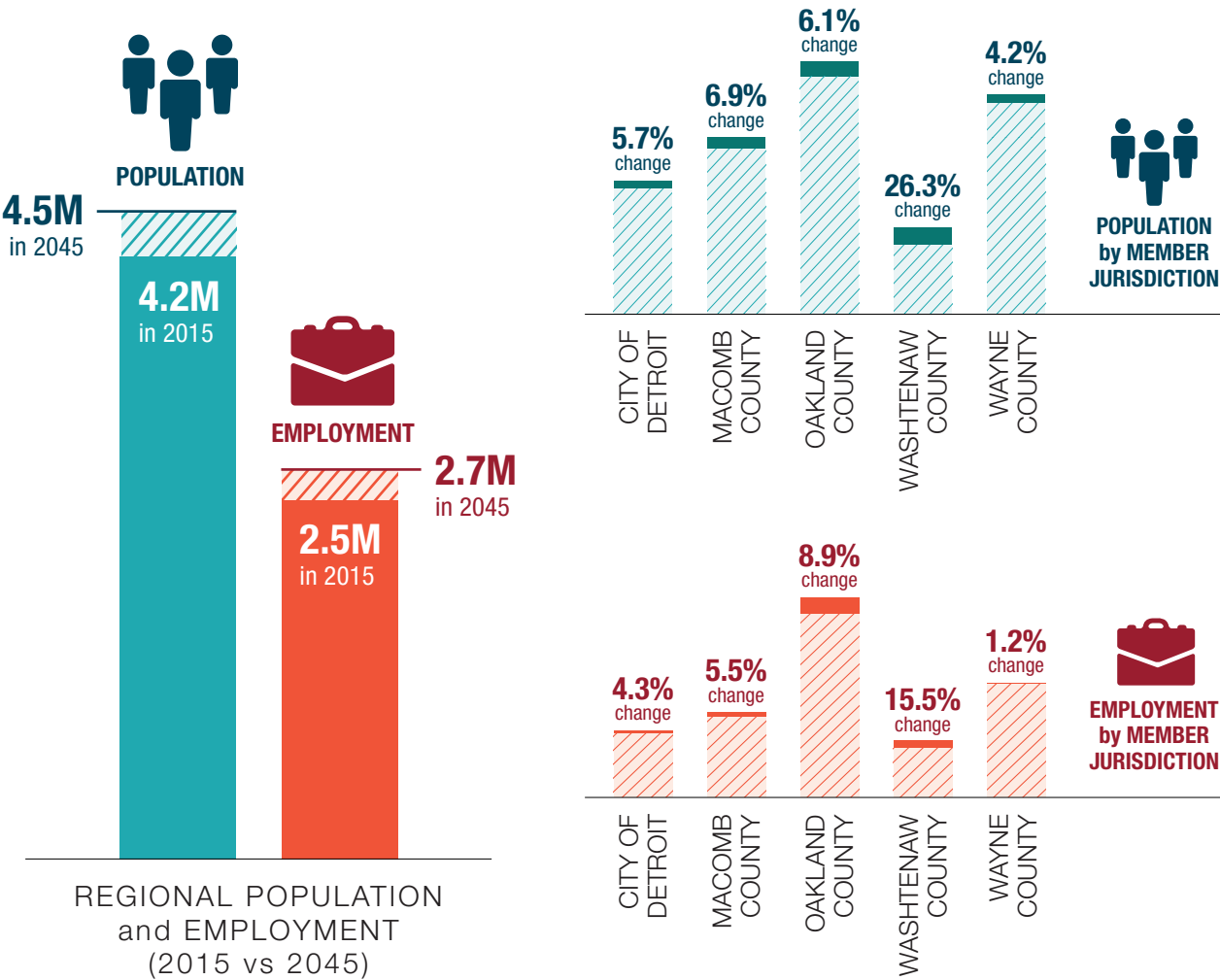
Five transit systems currently provide service to people across southeast Michigan: the Ann Arbor Area Transportation Authority (AAATA a.k.a. TheRide), the Detroit Department of Transportation (DDOT), the Detroit Transportation Corporation (DTC aka The People Mover), M1 Rail (operator of the QLINE streetcar), and the Suburban Mobility Authority for Regional Transportation (SMART). In total these transit systems provide nearly 33 million trips in the region per year (Source: 2017 National Transit Database).

The Regional Transit Authority of Southeast Michigan (RTA) was established by the Michigan Legislature in 2012 to coordinate transit investments and service within four counties – Wayne, Macomb, Oakland, and Washtenaw. Spanning over 2,600 square miles, the RTA area includes over 4 million residents and nearly 2.5 million jobs.

The Region today

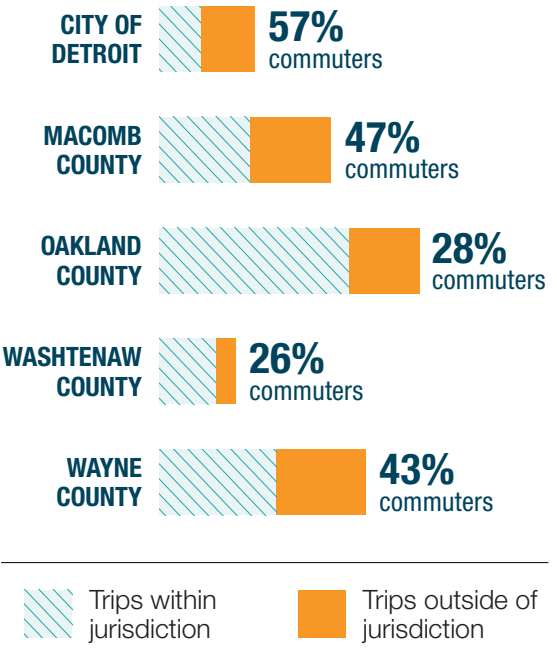
Southeast Michigan is home to roughly 4.2 million residents, which is expected to grow to 4.5 million by 2045. There were approximately 2.5 million jobs in 2015, and it is expected to grow to 2.7 million by 2045. Residents of Southeast Michigan are looking for continued transit growth to match and support regional population and employment growth. People currently use transit to get to work, school, medical appointments, shopping, and for recreational activities. There are many areas in the region that would benefit from additional service, catered to the people that live there and the kind of service that would be a good fit for their needs.

Change in population and employment (2015-2045)



HOW PEOPLE ARE  
COMMUTING

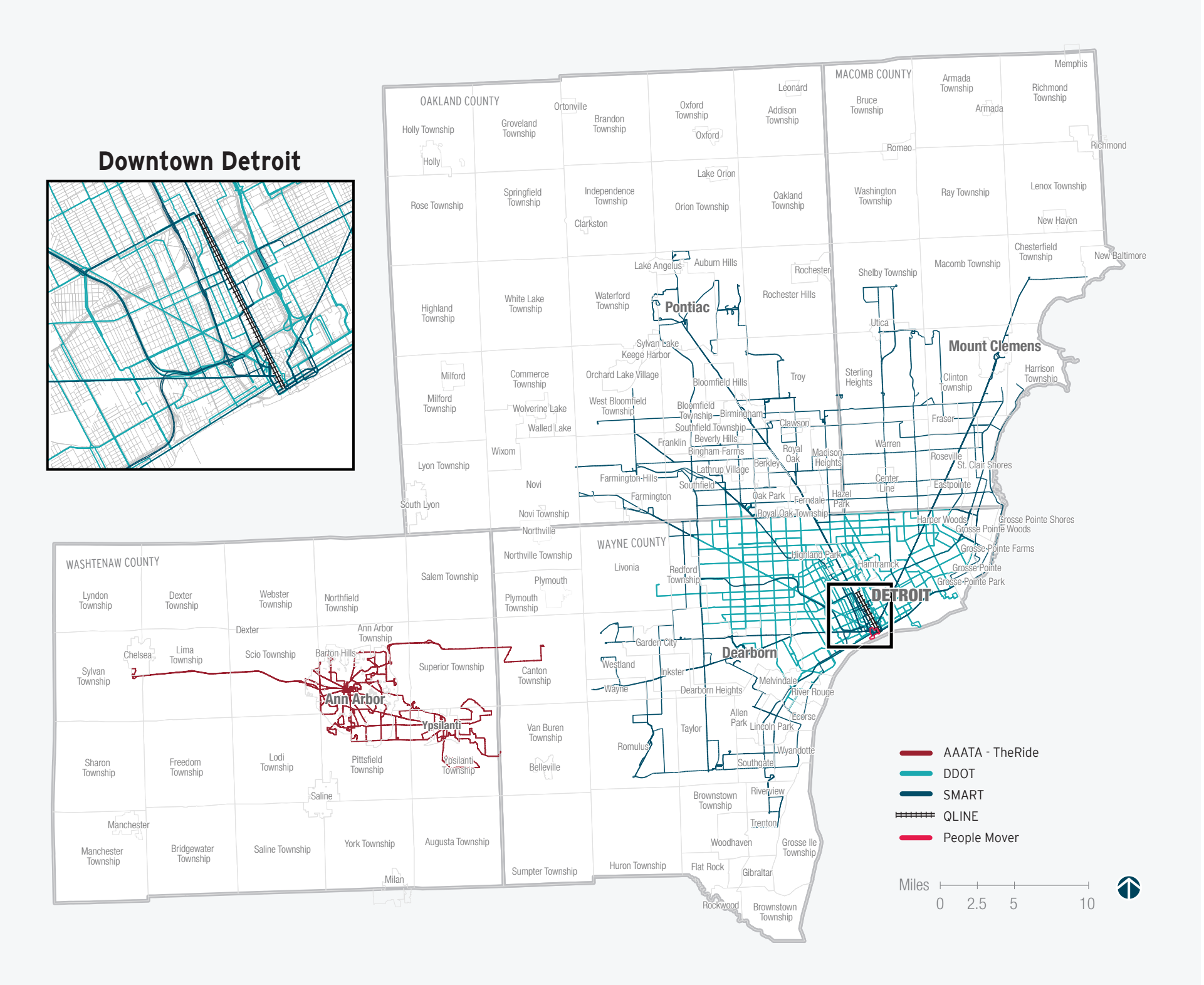
In 2015, there were 2.5 million commute trips that had origins and destinations within the region. 39% of those trips crossed a county or City of Detroit boundary. Detroit had the largest share of commuters (57%), that traveled across county boundaries for work.



	2015	2045 estimated
Senior population (over 65)	15% of total population	22% of total population
Young adult population (18–25)	10% of total population	8% of total population
Low-car households	15% of households	15% of households
Workforce (leading sectors)	(1) Professional services, (2) retail trade, and (3) manufacturing	(1) Professional services, (2) medical facilities, and (3) leisure and hospitality

Transit and Mobility Today

Transit systems people use today



	AAATA	DDOT	SMART	DTC	M-1 RAIL
Service Area (Square Miles)	81	114	1,074	3	3
Annual Operating Budget	\$45,857,698	\$135,072,500	\$131,999,141	\$18,459,629	\$8,996,404
Number of Routes	37	43	49	1	1
Fleet Size (Fixed Route Buses or railcars)	133	288	249	11	6
Annual Revenue Hours	442,968	1,043,153	531,559	47,889	27,457
Annual Revenue Miles	5,616,860	13,633,306	8,845,468	555,462	183,644
Annual Ridership	6,865,774	23,449,636	8,570,187	2,102,000	1,192,110
Average Weekday Ridership	25,000	85,000	29,000	5,000	3,500
Full Adult Fare	\$1.50	\$2.00	\$2.00	\$0.75	\$1.50
Farebox Recovery	19%	17%	14%	8%	8%



# Transit and Mobility Today

## Transit systems people use today (continued)

### AAATA



**ROLE:** AAATA exists to provide access to destinations throughout the Ann Arbor-Ypsilanti Area for increasing numbers of residents, workers and visitors via transportation options that contribute to the Area’s social, environmental and economic vitality at a cost that demonstrates value and efficient stewardship of resources. *(Source: 2019 Strategic Business Plan)*

The Ann Arbor Area Transportation Authority (AAATA, aka TheRide) provides public transit service for the City of Ann Arbor, the City of Ypsilanti, and Ypsilanti Township, and contracts service with the townships of Superior and Pittsfield. Additionally, AAATA operates express commuter transit service to the communities of Canton and Chelsea and contracts for service to Detroit Metro Airport (AirRide) through a partnership with the Michigan Flyer. AAATA also provides a suite of additional transportation services for specialized populations and trip types. In 2019, AAATA plans to modernize its internal processes, enhance the customer experience, develop ideas for the future, and collaborate with the community.

To learn more about AAATA visit: <https://www.theride.org/AboutUs>

### DDOT



**ROLE:** DDOT is Detroit’s transit provider! As the largest public transit agency in Michigan, DDOT primarily serves the city of Detroit, but offers service connecting to neighboring cities including Dearborn, Hamtramck, Highland Park, Harper Woods, Livonia, Redford Township, River Rouge and Southfield. *(Source: DDOT Website)*

The Detroit Department of Transportation (DDOT) has 48 fixed bus routes, including 11 24-hour routes, and 6 express routes, connecting neighborhoods across the city to major job centers in Downtown and Midtown. In 2018 alone, DDOT updated its brand, replaced 30 buses, adjusted its fare structure, deployed its ConnectTen routes (frequent, 24-hr service on the top ten DDOT routes) and several pilot programs (i.e. Free WIFI, Night Shift, etc.). DDOT also provides a suite of additional transportation services for specialized populations and trip types. In 2019, DDOT plans to engage neighborhoods as part of its *Your Routes, Your Ideas* initiative, continue upgrades to its technology, replace an additional 30 buses, deploy new bus stop signage and shelters, implement fare changes, rehabilitate the Coolidge Terminal, and relocate its administrative offices.

To learn more about DDOT visit:  
<https://detroitmi.gov/departments/detroit-department-transportation>

### SMART



**ROLE:** SMART buses keep the suburbs moving. SMART, created in 1967, operates transit services in Wayne, Oakland, and Macomb counties. SMART provides the southeast Michigan region with high-quality, safe and cost-effective public transit to meet the needs of all citizens, including seniors, people with disabilities, choice riders and those that are dependent upon public transit. *(Source: SMART website)*

SMART currently serves various communities throughout Wayne, Oakland, and Macomb counties. SMART runs 48 fixed routes in the metro Detroit suburbs and into the City of Detroit that connect popular community destinations such as the Detroit Institute of Arts, the Detroit Zoo, Henry Ford Medical Center, the Detroit Metro Airport (DTW), Wayne State University, etc. Small bus Connector and ADA service provided by SMART are designed for seniors and people with disabilities who want to maintain their independence and stay healthy. SMART also has over 40 partnerships with community transit providers in 76 communities. In 2019, SMART created a new regional fare program with DDOT; will finalize a comprehensive operations analysis of its system; launch analyses of Connector, transit signal priority, and park and ride strategies; and modernize its internal processes.

To learn more about SMART visit:  
[http://smartpathplan.org/wp-content/uploads/2019/02/SMART\\_ExistingConditionsDraft-v12.pdf](http://smartpathplan.org/wp-content/uploads/2019/02/SMART_ExistingConditionsDraft-v12.pdf)

### DTC



**ROLE:** DTC’s mission is to provide safe, reliable, efficient and accessible rail transportation services that will serve to enhance business development and quality of life functions in Detroit by augmenting pedestrian travel and by supporting both private conveyances and other modes of public transportation. *(Source: DTC Website)*

The Detroit Transportation Corporation (DTC), an agency of the City of Detroit, owns and operates the Detroit People Mover (DPM). DPM is a fully-automated light rail system that operates on an elevated, one-way loop connecting major employment centers and destinations within Detroit’s central business district (CBD). DPM serves 13 stations with 12 driverless vehicles. The integration of eight of the thirteen People Mover stations into pre-existing structures links over 9 million square feet that can be traversed unimpeded by outside elements.

To learn more about DTC visit:  
<https://www.thepeoplemover.com/>

### M-1 RAIL



**ROLE:** Providing convenient transportation to key destinations in the downtown, midtown and New Center areas of Detroit.

M-1 RAIL is a non-profit organization formed in 2007 that developed, owns, and operates the QLINE streetcar project in partnership with local, state, and federal agencies. QLINE is a 6.6-mile circulating streetcar loop with 12 stops within Detroit on Woodward Avenue, providing service to the Downtown, Midtown, New Center, and North End neighborhoods.

To learn more about M-1 RAIL visit:  
<https://qlinedetroit.com/about/>

# Transit and Mobility Today

## Other mobility options people use today

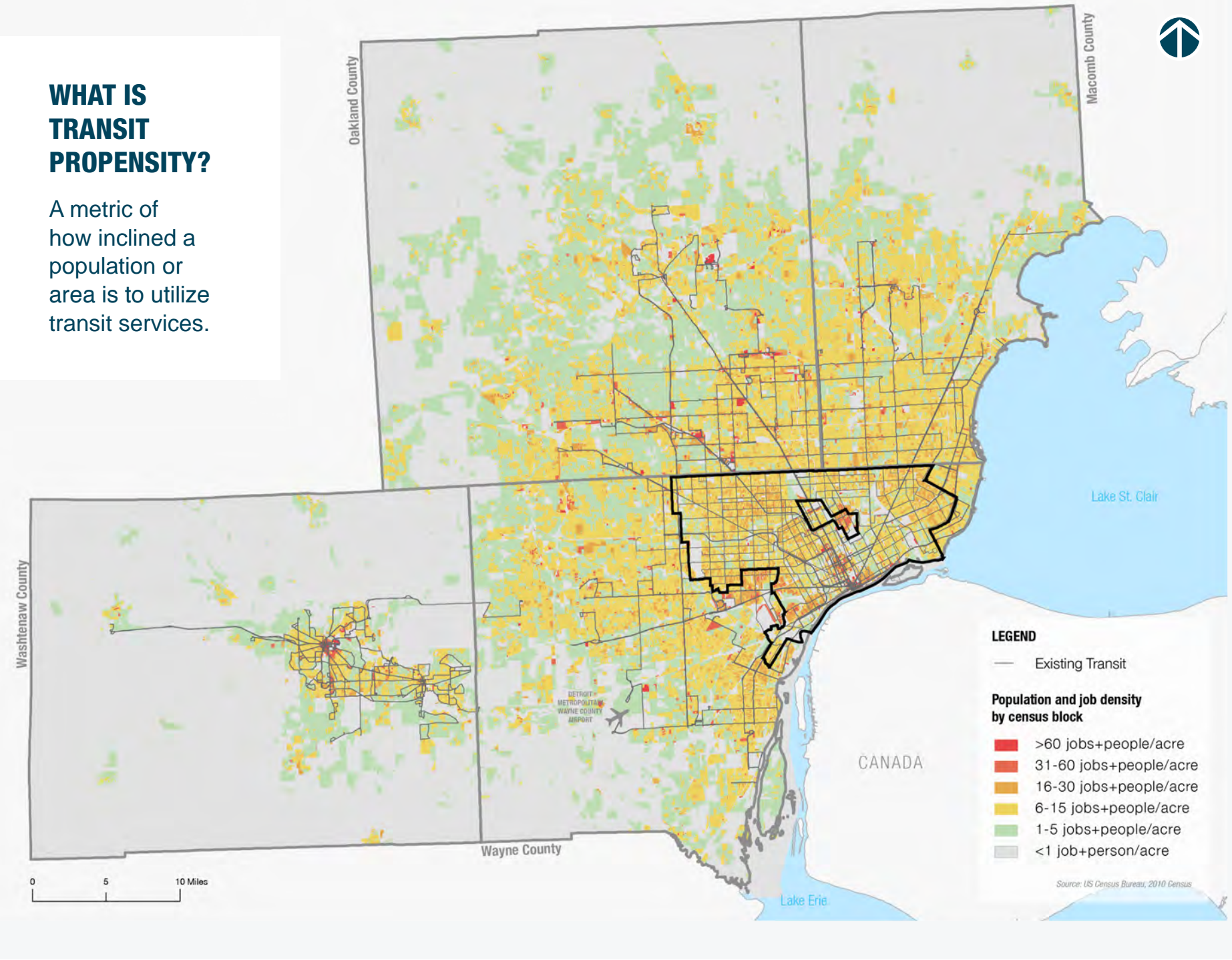
There is a large eco-system of additional mobility services that exist beyond major transit providers. This includes on-demand services operated by dozens of municipalities, many of them in direct partnership with SMART; several non-profit providers; employee shuttle services; transportation network companies (e.g. Uber, Lyft, etc.); bike sharing services (e.g. MOGO, ArborBike); and e-scooters (e.g. Bird, Lime, Spin). There are over 100 different providers that include North Oakland Transportation Authority, Richmond-Lenox EMS, Western-Washtenaw Area Value Express, Jewish Family Services, Quicken Employee Shuttles, and Detroit Public Schools/Trinity Transportation.

The majority of the municipal and non-profit providers are focused on delivering service to seniors and people with disabilities within their communities.

## Transit propensity and frequent transit network

The transit propensity map below highlights areas where market demand supports additional transit services. The areas highlighted in dark red and blue have high concentrations of populations that traditionally use transit services such as individuals over the age of 65, under the age of 18, those with disabilities, individuals in poverty, households with no or one vehicle and veteran status.

Demand in SE Michigan is concentrated in urban centers throughout the region, but the map demonstrates the need for additional services in the urban fringe to for local trips or connections to the larger regional transit system.





## Challenges people face today when using available transit and mobility options

The Region’s current transit providers are doing a great job providing a breadth of services that meets many of the needs of its current customers. However, they are hampered by several challenges that can only be solved through a coordinated regional plan and investment program:

### Challenge #1 – Regional coverage is not maximized

There are large gaps in transit availability throughout the region, which limits people’s access to job opportunities and vital services. Many of these are in areas that have a decent amount of propensity for transit, but have elected to opt-out of the existing regional transit system. There are over 250,000 jobs in the communities that currently opt-out of the SMART services. Many of these areas are key regional job centers, include large medical facilities, and include major education institutions.

### Challenge #2 – Increased service frequency, service hours and reduced travel times are needed to meet regional needs

There are few frequent routes (e.g. a bus every 15 minutes), limited evening services, and very low travel speeds on routes throughout the region, which make transit inconvenient for those who rely on it and discourages most with other travel options from using it. 12.5% of the existing service could be considered frequent. There are some frequent services in higher density urban areas and along some major regional corridors, but there are none that cross the region east to west to meet that large travel market and there is a steep drop-off between frequent routes and other routes (e.g. bus every 60 minutes). Similarly, the level of transit availability during the evening drops outside of the City of Detroit. Finally, options for express trips are limited to peak commute periods or a few regional corridors.

### Challenge #3 – The region lacks premium mobility choices

There are limited premium transit choices at the regional level, which dampens the attractiveness of the service for potential new riders and diminishes transit’s utility as an economic development tool. Premium services could include things like arterial rapid transit, bus rapid transit, branded airport services, commuter rail, light rail, or streetcar expansions.

### Challenge #4 – A comprehensive regional solution for serving Detroit Metropolitan Airport is needed

Most people in the region don’t have access to a transit connection to the airport. This lack of connection forces travelers and residents into expensive options like private taxis, transportation network companies, and paying for long-term parking. In 2015, an estimated 8.9 million passengers boarded flights at the airport.

### Challenge #5 – A sustainable funding model is needed to support expanded mobility options

There is limited funding available to build and operate the transit system that the region needs. The funding that does exist is subject to frequent millage renewals, or annual budget approvals, which limits the long-term sustainability of funding. This also constrains the providers’ ability to make necessary long-term capital investments needed to modernize vehicles, equipment, and facilities.

### Challenge #6 – Major demographic trends require action today to be ready for the mobility needs of tomorrow

Seniors are 15% of the region’s population today, and they will be 25% of the region’s population by 2045. This will put pressure on the transit providers to continue to support and expand specialized services like ADA paratransit and other senior oriented services. These services are expensive and require a high degree of coordination and management.

### Challenge #7 – Lack a clear plan to integrate emerging and mobility options

There is a large global shift underway in how mobility services are delivered, which presents an opportunity for our region to be the leader in integrating new mobility services into our mobility ecosystem. Companies like Uber and Lyft are becoming popular alternatives to driving and taking transit for people throughout the region. Studies have shown that only 78% of young adults own vehicles, compared to 91% of older generations, and the trends also show that young adults are more apt to use new services.

### Challenge #8 – A stable and growing workforce is needed to deliver expanded service

There are over 2,000 people currently employed at the transit providers. There is a persistent challenge in hiring willing transit operators and trained mechanics, which constrains the providers’ ability to deliver existing service and will be a hindrance to providing any expanded service.

### Challenge #9 - A need to modernize our system making transit and mobility options more accessible to all people of southeast Michigan

Technology is driving change across the region whether we like it or not. The way people procure services, goods and amenities is evolving at such a rapid pace; our transit and mobility services need to stay current with consumer expectations to remain competitive.

### Challenge #10 - A one-size fits all mobility solution does not work given the geographic size and development patterns of the region

Providing high quality, reliable and frequent transit service requires more dense land uses in order to be sustainable. The outer fringes of metro Detroit region with low transit propensity are not conducive to being efficiently served by traditional transit and do not have a need for expanded regional transit services.



# Local Bus

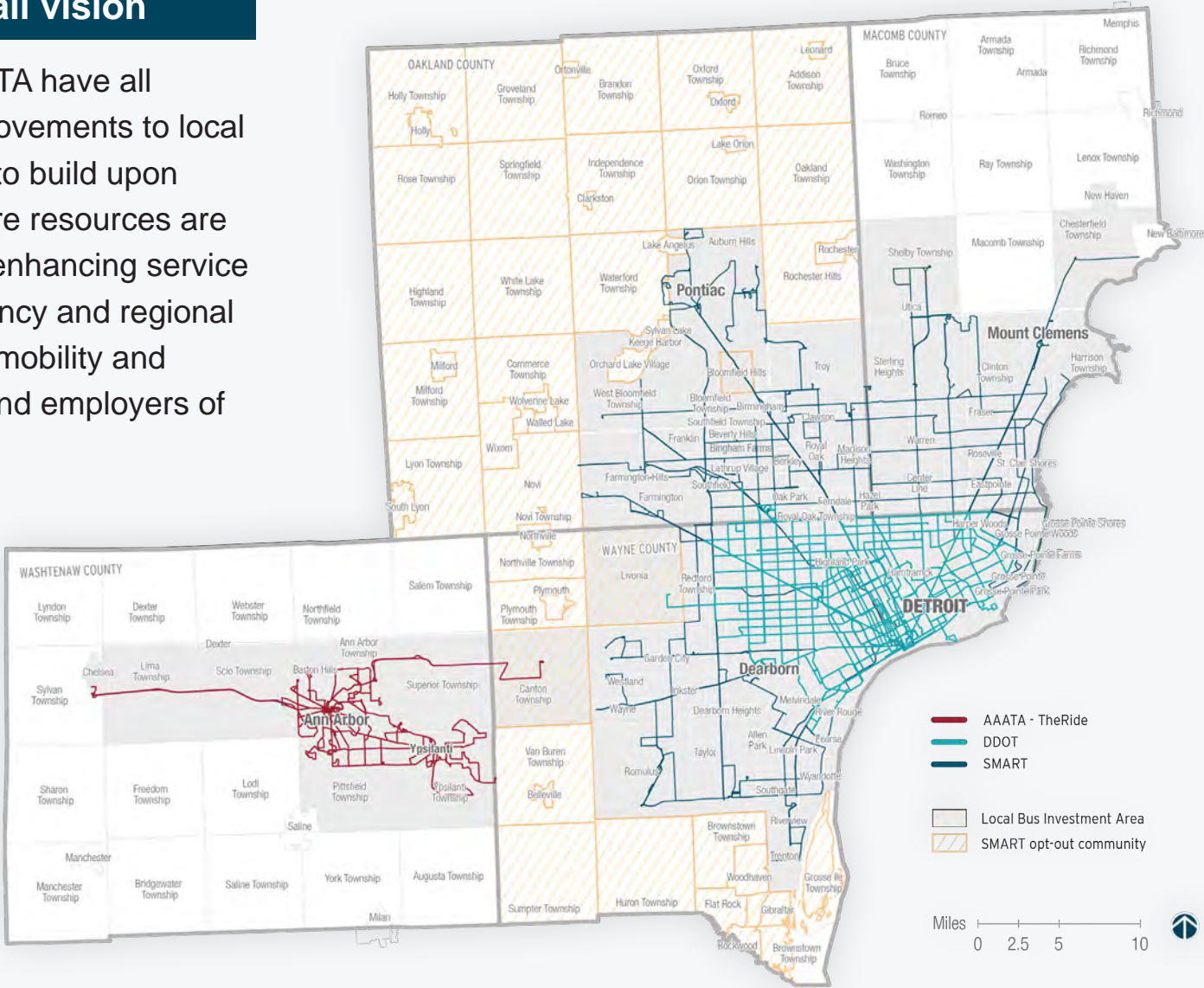
For Public Review  
Summer 2019

Moving **R** People

## Supporting the overall vision

DDOT, SMART, and AAATA have all implemented recent improvements to local bus service. To continue to build upon these improvements, more resources are needed. Expanding and enhancing service through increased frequency and regional connectivity will improve mobility and better serve the people and employers of Southeast Michigan.

Recent improvements on the system include the roll out of improved service on major regional routes and the implementation of ConnectTen service on high demand corridors in the City of Detroit.



## Delivering more value across the region



**AAATA — TheRide**, which is celebrating its 50th anniversary in 2019, continues to evaluate its fixed-route service. TheRide will implement new approaches to address growth while continuing their commitment to serve customers, who remain at the center of all decisions.



**DDOT Connect Ten** — In 2018, DDOT rolled out expanded service on its ten most popular routes used by 60% of its riders. ConnectTen routes are the backbone of the DDOT system. Routes feature 24/7 service and improved frequency. DDOT intends to focus service improvements and infrastructure improvements around ConnectTen routes, stops and transfer points. DDOT is also evaluating local bus services that serve neighborhoods with a goal of ensuring that community needs are at the heart of new, improved transit services. The City of Detroit’s General Fund is the source of 40% of DDOT’s budget



**SMART** — SMART is currently completing a Comprehensive Operational Analysis (COA) study that will identify future priorities.

Today SMART operates 48 routes on the weekday for 1,793 revenue hours, and over 1,900 trips. Saturdays operate with 28 routes for 982 revenue hours, and over 1,100 trips. Sundays operate with 19 routes and 463 revenue hours, and approximately 600 trips. On average, there are about 16 passengers per trip on weekdays, 15 passengers per trip on Saturdays, and 17 passengers per trip on Sundays.

## Current funding sources

The local providers spend the majority of their operating costs on local buses. Percentages of total annual budgets each provider spends on local bus is as follows:

### AAATA



### DDOT



### SMART



Source: SMART, Existing Conditions Report, 2019



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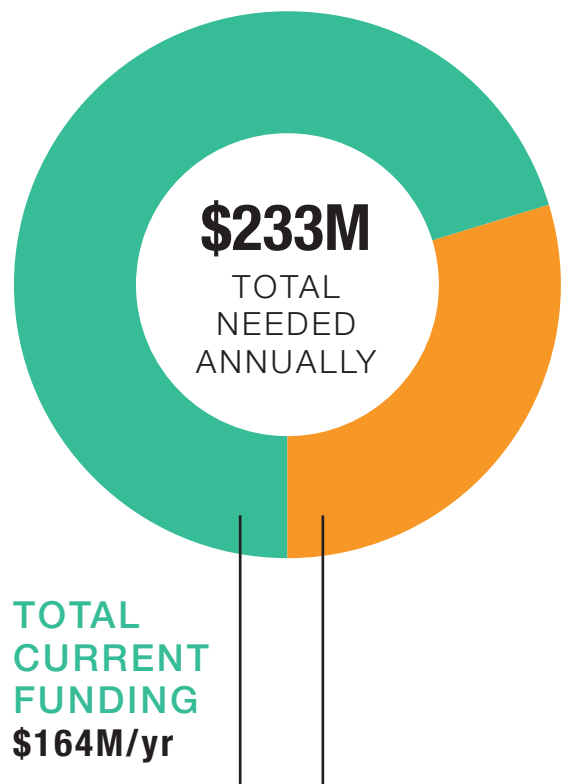


Funding needs for  
near-term priorities



20 YEAR  
FUNDING SOURCE NEEDED

An additional **\$69 million** is needed annually to support local bus improvements.



Near-term priorities

- Harnessing the power of Big Data to make route modifications more efficiently
- Implementing recommendations from SMART’s Comprehensive Operations Analysis
- Implementing recommendations from DDOT Your Routes, Your Ideas Program
- Implementing recommendations from AAATA’s revised master plan
- Expansion of local bus service into underserved areas of our region
- Activate more bus routes with service every 15 minutes on major corridors
- Make it easier to pay for trips
- Seamless coordination with first mile/ last mile connections between job centers and major transit routes
- Expanded security presence
- Educate local officials on how to be transit supportive and build transit friendly environments
- Upgrade bus stop basic infrastructure (curbs, pads, signs, lighting etc.)
- Increase awareness and utilization of existing service

ADDITIONAL FUNDING  
NEEDED FOR NEAR-TERM  
PRIORITIES  
\$68.7M/yr

Aspirational goals

- Expansion of local bus services into current opt-out communities
- Evaluation of underperforming routes regularly and pilot alternative forms of mobility (i.e. microtransit, public private partnerships service models, etc.)
- Evaluation of Alternative Propulsion Systems (i.e., electric fleets)
- Continue to monitor and test the future of connected and autonomous vehicle technology to serve existing local bus services
- Comprehensive integration of services
- Identify funding specifically for non-regional services

ADDITIONAL  
FUNDING NEEDED FOR  
ASPIRATIONAL GOALS  
\$36.9M/yr



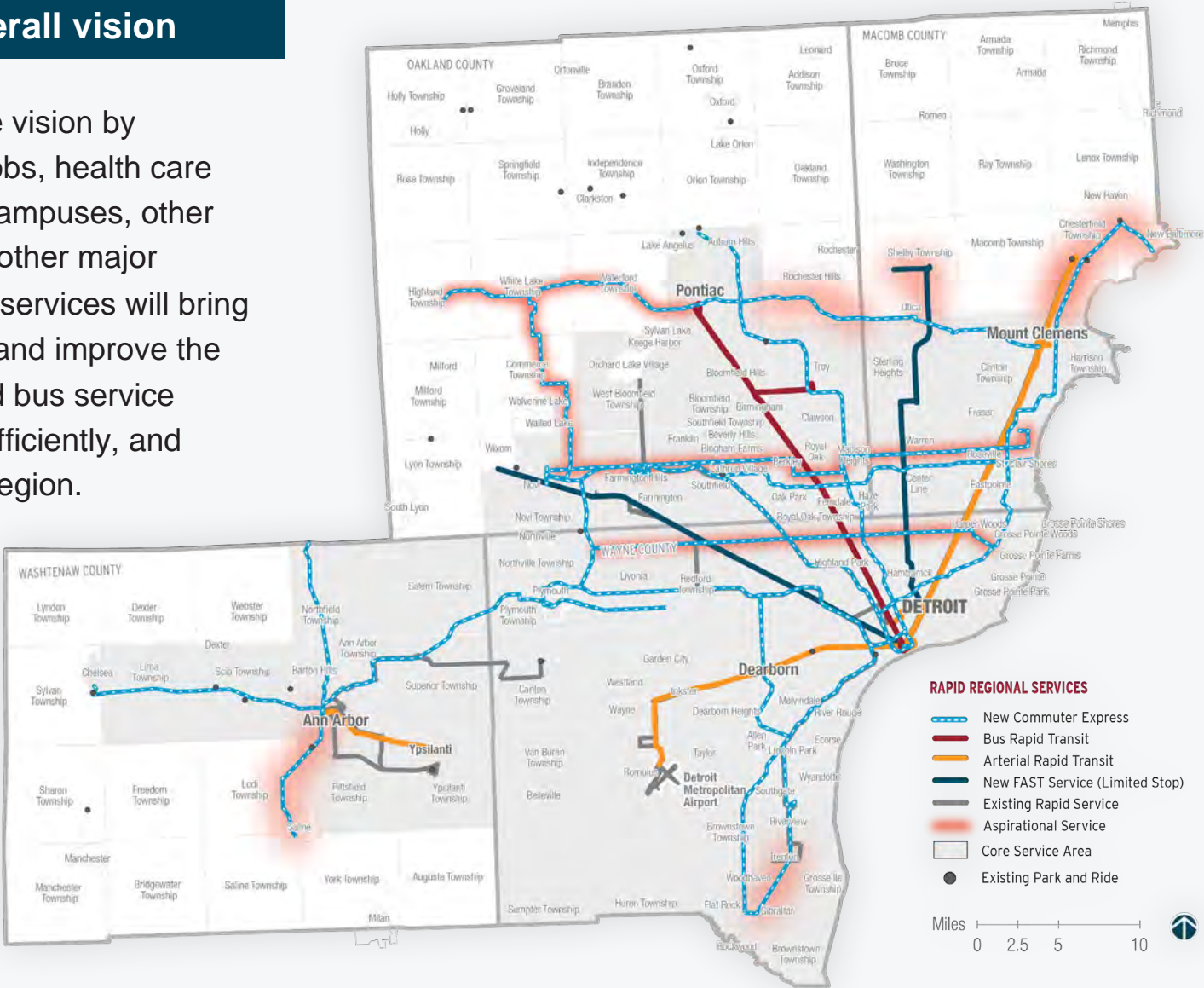
# Rapid Bus

For Public Review  
Summer 2019

Moving **R** People

## Supporting the overall vision

Rapid bus supports the vision by connecting people to jobs, health care facilities, educational campuses, other urban core areas, and other major destinations. Premium services will bring transit to more people and improve the rider experience. Rapid bus service moves people faster, efficiently, and easier throughout the region.



The vision supports adding new rapid bus routes, extending current routes and maintaining a minimum level of service of 30 minute frequencies from 6am to 8pm on weekdays and adding weekend service on routes only operating Monday through Friday.

## How do people use RAPID BUS services today?

Rapid bus service, provided by SMART, DDOT and AAATA, provide a layer of service operating faster than local bus service.

**AAATA** rapid services include:

- Canton
- Chelsea
- Ypsilanti Township Express

**DDOT** rapid services include:

- Rosedale
- Ryan
- Joy
- Villages Direct
- Southwest Direct

**SMART** rapid services consist of Park-and-Ride, FAST and Commuter services. In total there are seven routes that provide faster service than those offered by local bus service.

- Rapid buses often include **enhanced amenities**, like wifi on board.
- Riders use rapid services to **connect to major destinations and job centers**.
- Rapid buses provide **more options for riders** to conveniently use transit.

## Current operating costs

### AAATA

**1%** \$0.4M annually

### DDOT

**4%** \$4.4M annually

### SMART

**40%** \$41M annually



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<p><b>FAST SERVICE</b> is a limited-stop, high-frequency service, with enhanced shelters, provided by SMART. Buses operate at up to 15-minute frequency during the peak periods, and operate 7 days a week including late-nights.</p> <p><b>CAPITAL COST PER MILE: \$0.0</b></p>	<p><b>ARTERIAL RAPID TRANSIT (ART)</b> provides certain aspects of BRT, such as traffic signal priority, wide stop spacing (½ to one mile or more), enhanced stops with shelters that provide more protection and next bus information, and specific branding of buses and stops.</p> <p><b>CAPITAL COST PER MILE: \$2.0M</b></p>	<p><b>BUS RAPID TRANSIT (BRT)</b> is a premium service characterized by level boarding, premium stations, prepayment, bus only lanes, transit signal priority, frequent all-day service, and limited stops.</p> <p><b>CAPITAL COST PER MILE: \$7.0M</b></p>	<p><b>COMMUTER EXPRESS</b> is a commuter oriented bus service providing weekday rush-hour service to commuters traveling to and from employment centers. Routes are fitted for longer distances with fewer stops. This type of service often utilizes the freeway system.</p> <p><b>CAPITAL COST PER MILE: \$0.0</b></p>
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Near-term priorities	
<ul style="list-style-type: none"><li>Expanded FAST Service (Grand River, Van Dyke/Mound)</li><li>Implement ART Service on Gratiot, Michigan, and Washtenaw</li><li>Expand FAST along Woodward Avenue as federal discretionary dollars become available to implement BRT service</li><li>Secure funding to implement additional regional routes with 15-minute peak frequency including: 8 Mile, 9 Mile, 12 Mile, 15 Mile, Fort/Eureka, Greenfield, Jefferson, John R, 23 Mile, and Telegraph.</li><li>Prioritize increasing cross-county connections to job centers operating at high-frequencies.</li><li>Construct 15 new park and ride lots in strategic locations in the core service area</li></ul>	<ul style="list-style-type: none"><li>Leverage New Mobility Solutions and First and Last Mile investments to increase ridership to Express Service Lines.</li><li>Commuter Express Service<ul style="list-style-type: none"><li>- Ann Arbor-Plymouth-Livonia</li><li>- Canton Express</li><li>- M-59</li><li>- I-75 Chrysler Express</li><li>- I-96 Express</li><li>- M-10 Lodge Express</li><li>- I-75 Fisher Express</li><li>- US-23 Express</li><li>- I-696 Express</li><li>- I-94 Express</li><li>- M-39 Southfield Express</li><li>- I-275 Express</li><li>- Ann Arbor to Chelsea</li></ul></li></ul>

Aspirational goals	
<ul style="list-style-type: none"><li>Full implementation of MOD Study recommendations from 2019 RTA study</li><li>New FAST or Commuter Express Services within the urban core and to fringe communities outside of the urban core</li></ul>	<ul style="list-style-type: none"><li>Evaluation of Connected &amp; Autonomous Vehicles to provide Express Services</li><li>Coordinate Commuter Express service with state and local resources, such as MDOT, to consider park and ride opportunities and bus on shoulder service</li></ul>
<div>ADDITIONAL FUNDING NEEDED FOR ASPIRATIONAL GOALS \$5.8M/yr</div>	

Funding needs for near-term priorities	
<div><div>\$ \$ \$ \$ \$</div><div>\$ \$ \$ \$ \$</div><div>20 YEAR</div><div>FUNDING SOURCE NEEDED</div><div>\$ \$ \$ \$ \$</div><div>\$ \$ \$ \$ \$</div></div>	

ANNUAL FUNDING NEEDED TO SUPPORT RAPID BUS SERVICE		
	ANNUAL OPERATIONS	TOTAL CAPITAL
FAST	\$17M	—
ART	\$2M	\$133M
BRT	\$2.2M	\$168M
Commuter express	\$11.3M	—





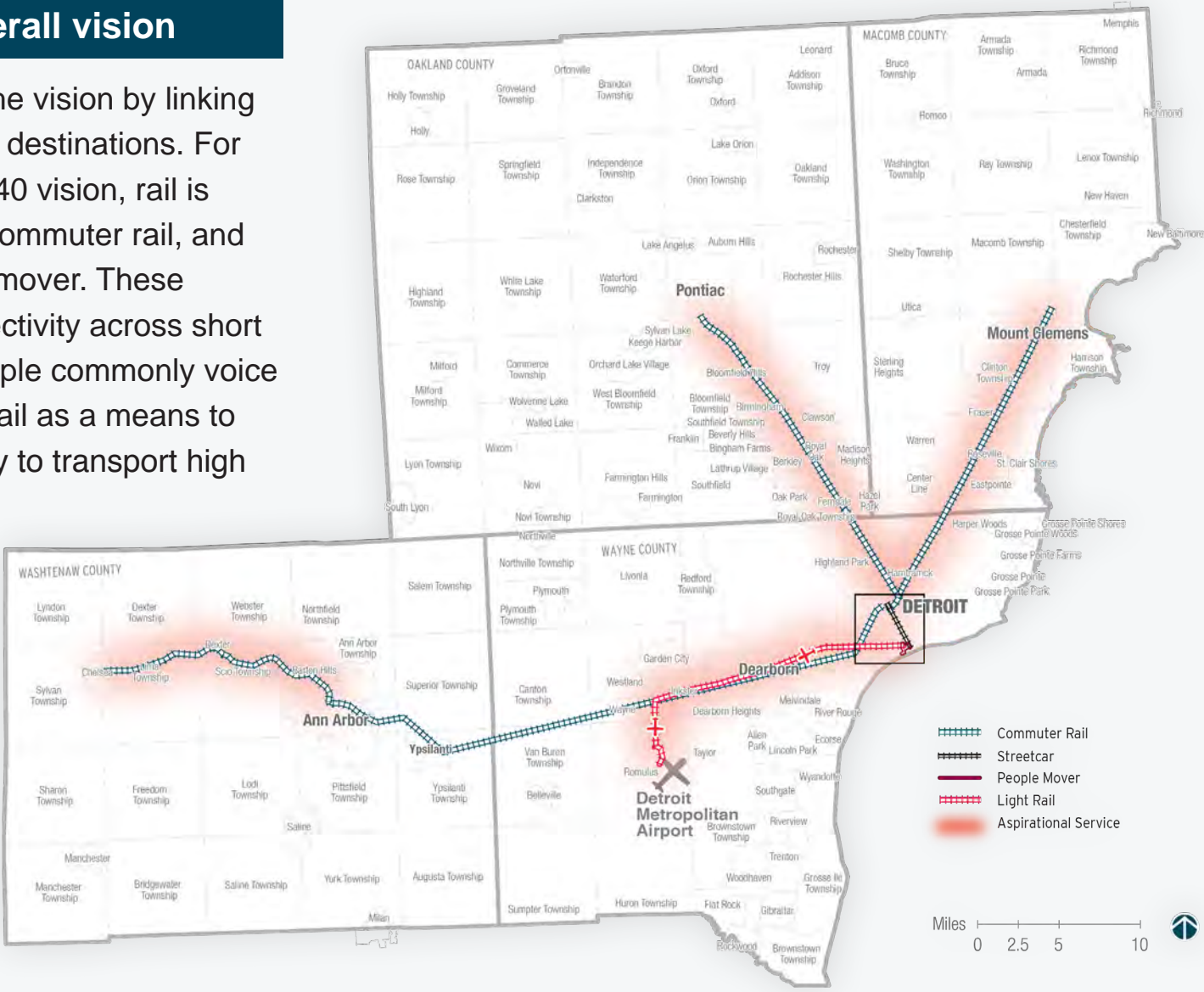
# Rail Service

For Public Review  
Summer 2019

Connecting **R** Communities

## Supporting the overall vision

Rail service supports the vision by linking people, jobs and major destinations. For the purposes of the 2040 vision, rail is inclusive of streetcar, commuter rail, and the automated people mover. These services provide connectivity across short and long distance. People commonly voice their desires for more rail as a means to provide an efficient way to transport high volumes of people to employment and special events around the region.



## How do people use RAIL services today?



Source: <https://qlinedetroit.com>



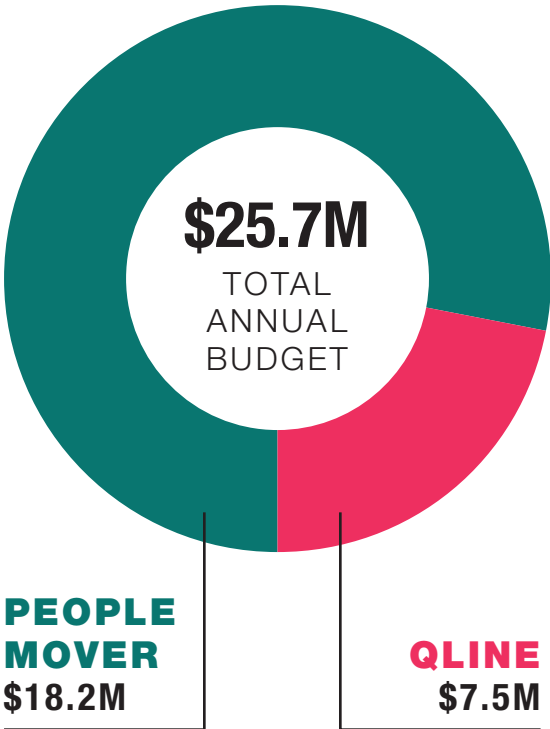
Source: <https://www.flickr.com/photos/kenlund/14223986033>

Currently, there is no commuter rail service within the region. Amtrak operates passenger rail through the state, but the service frequencies are not conducive for shorter trips. In Detroit, there are two operational systems, the People Mover, an automated 2.9-mile light rail system that operates on an elevated single-track loop in Detroit's central business district, and the QLINE, a 3.3-mile streetcar running along Woodward Avenue.

The fully-automated People Mover serves 13 downtown stations in a one-way loop. It provides important connections that allow people to access downtown businesses, the Chemical Bank Cobo Center, and the other major sporting and entertainment facilities downtown.

The QLINE connects downtown Detroit with Midtown and New Center. The streetcar provides people the ability to connect with jobs, major destinations, universities, and medical facilities, as well as, transfers to DDOT, People Mover and SMART services.

## Current funding sources



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Funding needs for  
near-term priorities

**\$7.5M** ANNUALLY  
QLINE OPERATIONS

**\$9.0M** ANNUALLY  
ANN ARBOR TO DETROIT  
COMMUTER RAIL OPERATIONS

**\$135M**  
ANN ARBOR TO DETROIT  
CAPITAL FUNDING

**\$5.0M**  
FUTURE RAIL PLANNING FUNDS



Above: The RTA's current and future goals include the construction of additional rail lines to serve the region.

Near-term priorities

- Commuter rail between Ann Arbor and Detroit.
- Streetcar improvements to include Transit Signal Priority technology targeting areas of high congestion.
- Evaluation of expanded Commuter Rail from Chelsea to Downtown Detroit/Corktown.
- Planning and design services for implementation of light rail to Detroit Metro Airport.

ADDITIONAL FUNDING  
NEEDED FOR NEAR-TERM  
PRIORITIES  
\$16.5M/yr + \$140M Capital Cost

Aspirational goals

- Additional commuter rail lines in Macomb and Oakland counties, connecting them by rail to new destinations in the region.
- Expansion of the streetcar service in Downtown Detroit.
- Implementation of Light Rail (LRT) to Detroit Metropolitan Airport.
- Commuter rail from Ann Arbor to Chelsea.

ADDITIONAL  
FUNDING NEEDED FOR  
ASPIRATIONAL GOALS  
\$181.9M/yr



# Airport

For Public Review  
Summer 2019

Connecting **R** Communities

## Supporting the overall vision

Airport service supports the RTA vision by connecting Detroit Metro Airport to major destinations in Southeast Michigan. These services can offer convenient access for people traveling to the airport to travel as well as the nearly 20,000 people who work at the airport. Improving airport service benefits:

- International and domestic travelers visiting the Region
- Local travelers who want more choices
- A workforce that needs access to the airport



## How do people use AIRPORT services today?

Airport service, currently provided by SMART and AAATA, includes routes from Ann Arbor and downtown Detroit directly to Detroit Metro Airport terminals.



**AAATA** — AAATA's AirRide provides frequent, quick, and convenient express bus service connecting Ann Arbor to Detroit Metro Airport. Daily round trips serve downtown Ann Arbor to both Detroit Metro Airport terminals.



**SMART** — SMART offers three routes that provide service to Detroit Metro Airport. The Michigan FAST route provides high-frequency, limited-stop service from downtown Detroit to Detroit Metro Airport. The route provides service to both airport terminals, seven days a week, including late night and weekends. Additionally, route 280 Middlebelt and 125 Fort street provide local bus services.

## Current funding sources

### AAATA

**4%** \$1.7M annually

Currently the region has one direct airport express route from Ann Arbor to the Detroit Metropolitan Airport. SMART also provides service to the airport via the Michigan Ave FAST service and two local routes.



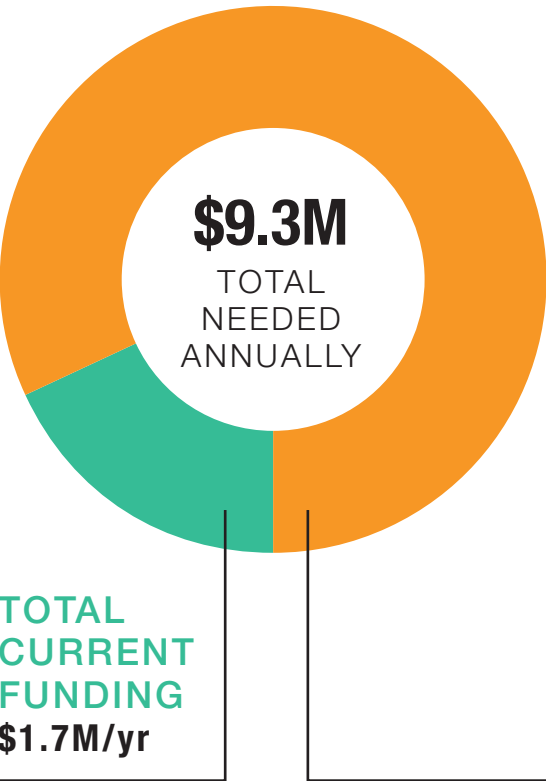
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Funding needs for  
near-term priorities



Source: Michigan Flyer ([www.michiganflyer.com](http://www.michiganflyer.com))

Near-term priorities

- Implementing Airport Express Service that provides direct service to the airport from important centers all over Southeast Michigan, including direct to Downtown Detroit.
- Supporting FAST Service to increase frequency and coverage area.
- Working in partnership with Wayne County Airport Authority to evaluate an intermodal facility that will meet the needs of regional transit and the airport.

ADDITIONAL FUNDING  
NEEDED FOR NEAR-TERM  
PRIORITIES  
\$7.6M/yr

Aspirational goals

- Implement light rail (LRT) and bus rapid transit (BRT) to the airport from Downtown Detroit.
- Commuter rail option or shuttle to the airport's Consolidated Car Rental Facility.
- Work in partnership with the Wayne County Airport Authority to plan and construct a future Intermodal hub to better facilitate access to and from the airport.

ADDITIONAL  
FUNDING NEEDED FOR  
ASPIRATIONAL GOALS  
\$24.5M/yr

Cost of LRT to Detroit Metro Airport  
included in aspirational costs for Rail.



# Community Transit

For Public Review  
Summer 2019

Moving **R** People

## Supporting the overall vision

Community Transit Services are an essential element of the transit options available to the region. Traditional fixed-route transit service does not meet the transportation needs of all the members of the community due to cognitive or physical disabilities and, in some cases, age.



Individuals may need Community Transit Services for their entire life or just temporarily due to injury or illness. Community Transit services provide origin-to-destination service (door-to-door) to meet federal Americans with Disabilities Act (ADA) requirements within 3/4 of a mile of fixed route services or local community services to provide transportation for those in need that do not meet ADA eligibility criteria. Community Transit Service transportation is a key life line service for many in the region and is a key component to maintaining quality of life for all community members regardless of age or ability.

## How do people use COMMUNITY TRANSIT today?

Community Transit Services are used much like traditional transit services and serve transportation needs that include, entertainment, medical, work and education. Both ADA and community-based services typically require a minimum one-day notice to schedule a trip, in some cases 48 hours are needed. Scheduling is typically done over the phone.

Most trips are completed with a one-seat ride, but there are circumstances when a transfer between vehicles is required for a trip of long distance.

The hours of service vary by service provider. ADA paratransit services provide the same service span as nearby routes, running early in the morning, late into the evening and over weekends. Community transit services are not only provided by the primary transit providers in the region (AAATA, SMART and DDOT) but there are up to 150 organizations in the region providing these services through community partnerships and non-profit agency participation. Community based services frequently have minimal service hours and restricted service areas due to budget constraints a typical service span in between 8am and 5pm on weekdays with little to no service on the weekends.



## Current funding sources

The three primary transit providers spend the majority of their operating costs on local bus however the demand for Community Transit services is growing as is the cost to provide the services.

### AAATA

**19%** \$7.5M annually

### DDOT

**4%** \$8.5M annually

Source: DDOT

### SMART

**20%** \$20.5M annually

Source: National Transit Database, 2017 Agency Profile



REGIONAL TRANSIT AUTHORITY  
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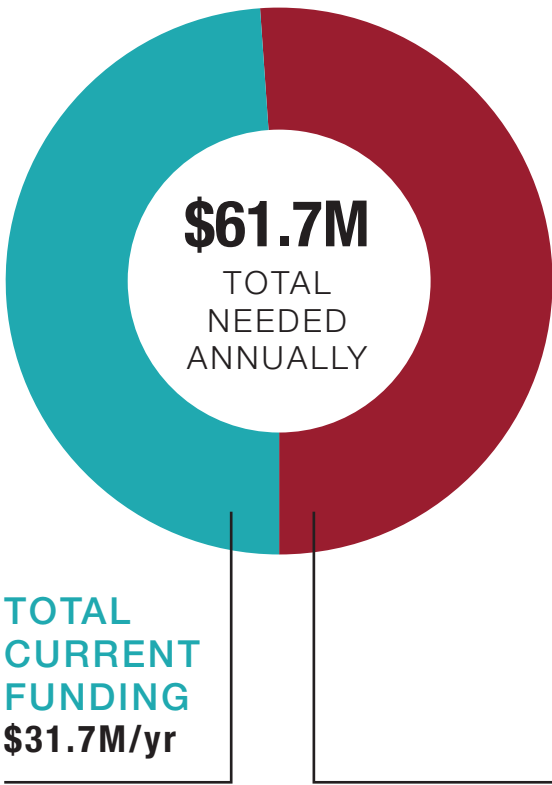




Funding needs for  
near-term priorities



An additional **\$30 million** is needed annually to improve the current level of service and keep up with increasing demand, roughly double the annual amount being spent today.



Source: SMART

Near-term priorities

- Electronic fare payment
- Implementing a one-click one call system that provides one location for trip booking and trip information for users of the system
- Expansion of service areas and hours that align with people’s emerging needs (i.e., expanded hours for dialysis trips)
- Shrinking down the trip booking time in order to offer more flexibility to users, including offering same day scheduling
- Adding resources for trip booking and management services to improve the quality of the trip booking process

Aspirational goals

- Incorporation of Community Transit Programs into a future one regional fare and a seamless fare payment system
- Improved passenger booking process
- Integration with new mobility service and public/private delivery models
- On-line same day booking for ADA and community connector service trips
- Comprehensive integration of services
- Autonomous shuttle service models where appropriate

**ADDITIONAL  
FUNDING NEEDED FOR  
ASPIRATIONAL GOALS  
\$1.8M/yr**





# New Mobility Services

For Public Review  
Summer 2019

Investing in **R** Future

## What are NEW MOBILITY SERVICES?

New Mobility services leverage technology to provide on-demand (passengers call it when they need it), dynamically routed (no fixed routes or schedules), shared rides. On-demand mobility provides the ultimate passenger convenience as vehicles are routed directly to meet existing demand; and shared rides lower the cost to the passenger. Technology is also used to improve existing fixed route service and other shared ride services deployed by public and private providers.

As more mobility technologies become available through the private market place, they can fill gaps in our public transit services, especially if public transit and private providers align their services properly. Ensuring that the public and private sectors coordinate services is essential to filling current mobility gaps and improving the transportation options for seniors, and persons with disabilities. These gaps exist for making first and last mile connections, accessing jobs and services that require crossing geographic boundaries, and simply getting to the local grocery store or doctor’s office. The gaps are caused by limitations in available services, and by a variety of barriers.

These services can be deployed to provide mobility options in geographic areas that do not have dense populations or are not easily served by a traditional fixed-route transit service. New Mobility solutions are an effective approach to solving transportation challenges such as first/last mile connections, serving senior populations and providing late night service. Mobility as a Service (MaaS) applications are being developed to integrate the various forms of new mobility into a single mobility service that provides a diverse menu of transportation options in one location and, in some cases, the ability to pay for them.

## WHAT IS MaaS?

**Mobility as a Service (MaaS)** harnesses the power of technology and combines it with drivers, vehicles, and operations management practices to provide trips when people want them. Trips are generally on-demand, and customers get rides that are fully dynamic, meaning there are no static routes or schedules. This type of flexible service, which is continuously optimized based on real-time conditions, provides maximum flexibility for the region.

## WHAT IS SaaS?

**Software as a Service (SaaS)** provides access to data from any device that has a connection to the Internet and a browser. It is a web-based model that allows remote access to applications and data.

## How do people use NEW MOBILITY services today?



Source: Shutterstock

New Mobility services are used today by people to get to work, reach entertainment venues, access healthcare and to get to school. Currently in Southeast Michigan there is no one-stop Mobility as a Service solution to pay for a trip, but the Transit app allows potential users to view all their transportation options in one location from the convenience of their phone. Options include bus, Uber, Lyft, MoGO Bikeshare and a growing list of electric scooter companies.

## Current funding sources

New Mobility services today are generally funded through private ventures and are at times subsidized with public funds as pilot projects to support larger transit and mobility initiatives.

\$0 in dedicated funds are made available for implementing New Mobility services today.





Funding needs for  
near-term priorities



**\$8 million** in annual funding is needed to keep pace with the evolving concept of New Mobility to implement new service delivery models and pilot emerging technologies.

Near-term priorities

- Facilitating first and last-mile connections to employment hubs and frequent transit services.
- Expanding public/private pilot programs to evaluate new service models.
- Developing new MaaS programs that support all mobility options.
- Ensuring equitable access to new mobility platforms.
- Foster pilot project that funds innovative MaaS and SaaS pilot projects.

**ADDITIONAL FUNDING  
NEEDED FOR NEAR-TERM  
PRIORITIES**  
**\$8M/yr**

Future priorities and  
opportunities for  
improvement

Exploring the role of on-demand service options in the region that include improving mobility for seniors and persons with disabilities, establishing connections with first and last mile services, and providing better access to jobs and other services like healthcare are a part of the regional vision of mobility.

These goals and objectives are aligned with emerging New Mobility solutions in other communities. It is a regional priority to pilot new mobility service models in specific areas throughout the region and document the outcomes of the pilots so the region can choose the most effective solutions applicable to our communities.

Aspirational goals

- Southeast Michigan to be a leader in the development and deployment of autonomous vehicles shuttles.
- Deploy intelligent transportation system infrastructure on all major roadways.
- Deploy connected vehicle infrastructure.

**ADDITIONAL  
FUNDING NEEDED FOR  
ASPIRATIONAL GOALS**  
**\$5.7M/yr**

**GREATER USE OF  
SHARED MODES  
IS ASSOCIATED  
WITH GREATER  
LIKELIHOOD TO USE  
TRANSIT FREQUENTLY  
AND REDUCED  
TRANSPORTATION  
SPENDING.**

— Transit Cooperative Research  
Program (TCRP) Report 188





# Enhancing the System

For Public Review  
Summer 2019

Enhancing **R** Quality of Life

## What is ENHANCING THE SYSTEM?

Enhancing the System means to provide **efficient, modern, reliable and safe service for the people of the region**. Eligible expenses under this investment category will ensure transit and mobility assets in our region meet performance expectations (e.g., service reliability, customer friendly and comforts, safety, and other current industry standard(s)).



Source (all photos): DDOT

Adding enhancements to the transit system will keep transit services modern by using funding to implement new technologies to adequately keep pace with the changing mobility demands of the region.



## How are SYSTEM ENHANCEMENTS implemented today?

Federal programs are available to assist with the costs associated with keeping a transit system in good repair, however a local funding match is required for federal funds. Historically MDOT funds have been used for the local match. Despite the federal and MDOT funding, it is difficult for transit agencies to keep place with their needs and changing technologies.

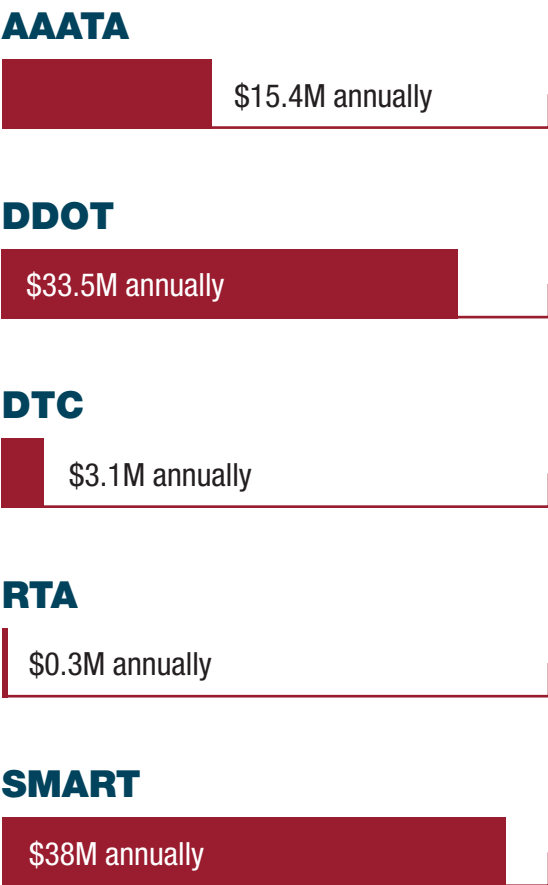
Today local providers, SMART, DDOT and AAATA all leverage the federal dollars mentioned above and have recently paid particular attention to reducing the age of their bus fleets. In the past year all agencies have added to their fleets. SMART has reduced the average age of their fleet from 11.7 years to 6 years, and DDOT has replaced 30 buses in the past year with more replacements on the horizon. DDOT has also received special funding for repairs to their Coolidge facility.

Transit agencies develop asset management plans, incorporating the condition of their facilities and fleets. These plans help the agencies and FTA access funding needs. These plans, which were recently completed by local providers, help the agencies and FTA access funding needs.

## Supporting the overall vision

Enhancements to the transit system can be a gauge for the health of services provided in the region. It is critical that the existing fleet and facilities be maintained in good condition to support further growth. Aging fleets discourage ridership and investment that is needed to provide service. Building upon the existing transit infrastructure and assets, the region can provide more transit to more places, supporting the vision of moving people, investing, and improving quality of life.

## Current funding sources



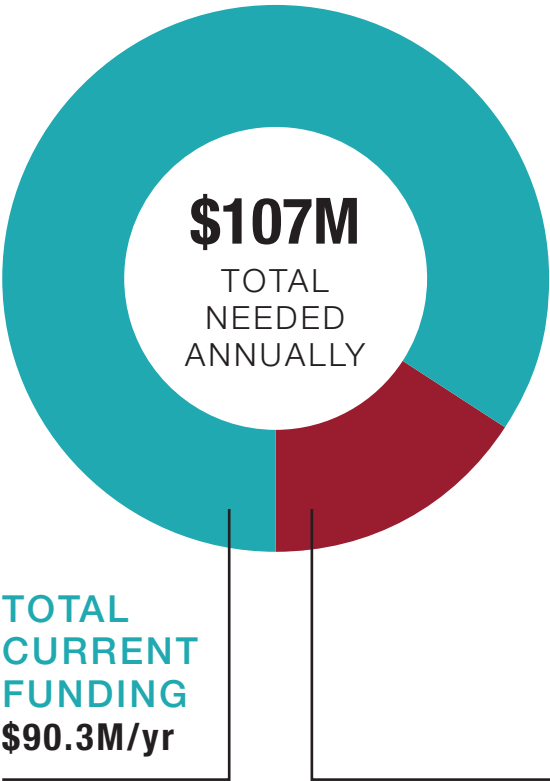


# Enhancing the System

## Funding needs for near-term priorities



An additional **\$335 million** over 20 years is needed to maintain existing equipment, modernize the system to keep pace with innovation, and provide amenities to improve the passenger experience.



Source: Shutterstock

## Near-term priorities

- Station upgrades.
- Shelter upgrades.
- New regional fare collection system and regional fare card.
- Implementation of passenger amenities, such as wifi.
- Continued effort to reduce the average fleet age.
- Continued funding of big data analytics.
- Continued effort to modernize and scale facility investments to optimize service performance.
- Facility expansion plans.

## Aspirational goals

- Provide more regional services, such as a call center.
- Develop a long-term strategy to maintain the State of Good Repair for fleet vehicles and facilities.
- Introduce alternative fuel vehicles.
- Upgrade technology and security features.
- Maintenance and replacement work on the People Mover's Automatic Train Control (ATC) system and driverless vehicles.

**ADDITIONAL FUNDING NEEDED FOR ASPIRATIONAL GOALS**  
\$30M/yr





# Workforce Development

For Public Review  
Summer 2019

Investing in **R** Future

## Supporting the overall vision



Investing in workforce development with an emphasis on maintaining highly skilled workers plays a vital role in supporting the RTA’s vision for improving access and performance of transit in southeast Michigan. A talented workforce of bus drivers, mechanics, software developers, community transit customer support/trip booking support, connected and autonomous, rail operators, and rail maintenance staff are the backbone to the success of mobility in our region. Focusing on these issues ensures that workforce development does not limit future expansion opportunities.

## How are WORKFORCE NEEDS being met today?



Attracting, developing and retaining a diverse workforce is critical to the continued success of public transit in southeast Michigan. A concerning trend impacting the regions service providers has been difficulty in recruitment and retention of qualified employees. Providers today work with local community colleges and organizations to attract new talent, such as Wayne County Community college. Providers also regularly attend and host job fairs.

## Current spending

Approximately **\$200K** is spent on training and workforce development programs today across all of the public transit agencies.





# Workforce Development

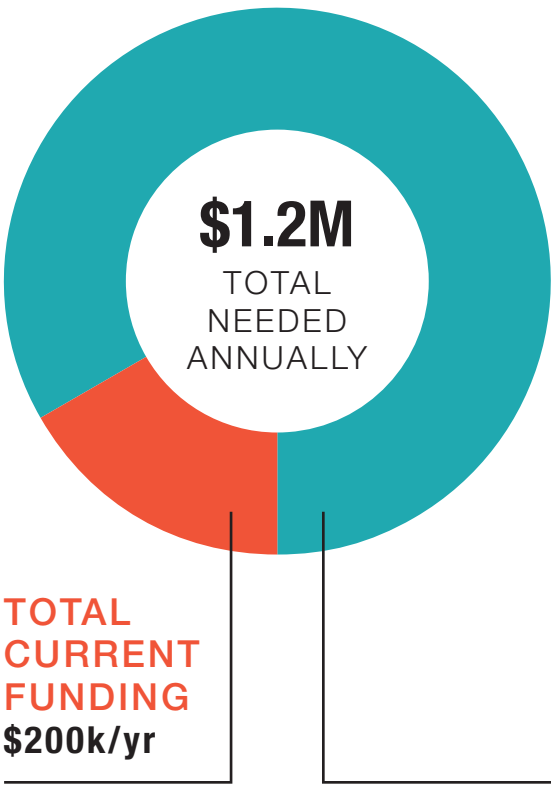
## Funding needs for near-term priorities



An additional **\$1M per year** is needed to develop, retain, and continually educate a workforce to support our transit services.

Community Colleges are increasingly closing transit-centered programs in order to expand programs such as HVAC and other vocational careers. Funding would allow partnerships with community colleges to develop training programs to improve the region’s transit and mobility workforce. These programs can be implemented in cooperation with community partners such as Goodwill Industries, Focus Hope, and United Way.

These funds could also be used to leverage additional federal and state funding for our region.



## Near-term priorities

- Creation of regional taskforce to investigate and develop plans that improve recruitment and retention of qualified operators and mechanics.
- Work collaboratively with the Workforce Intelligence Network and the Community Colleges across the region to develop transit and mobility training programs and modules that are flexible and responsive to today’s learning environment.
- Develop effective recruitment and retention strategies including employee referral programs, social networking sites (LinkedIn), overall job enrichment and Improving connections with VA and affiliates.

## Future priorities and opportunities for improvement

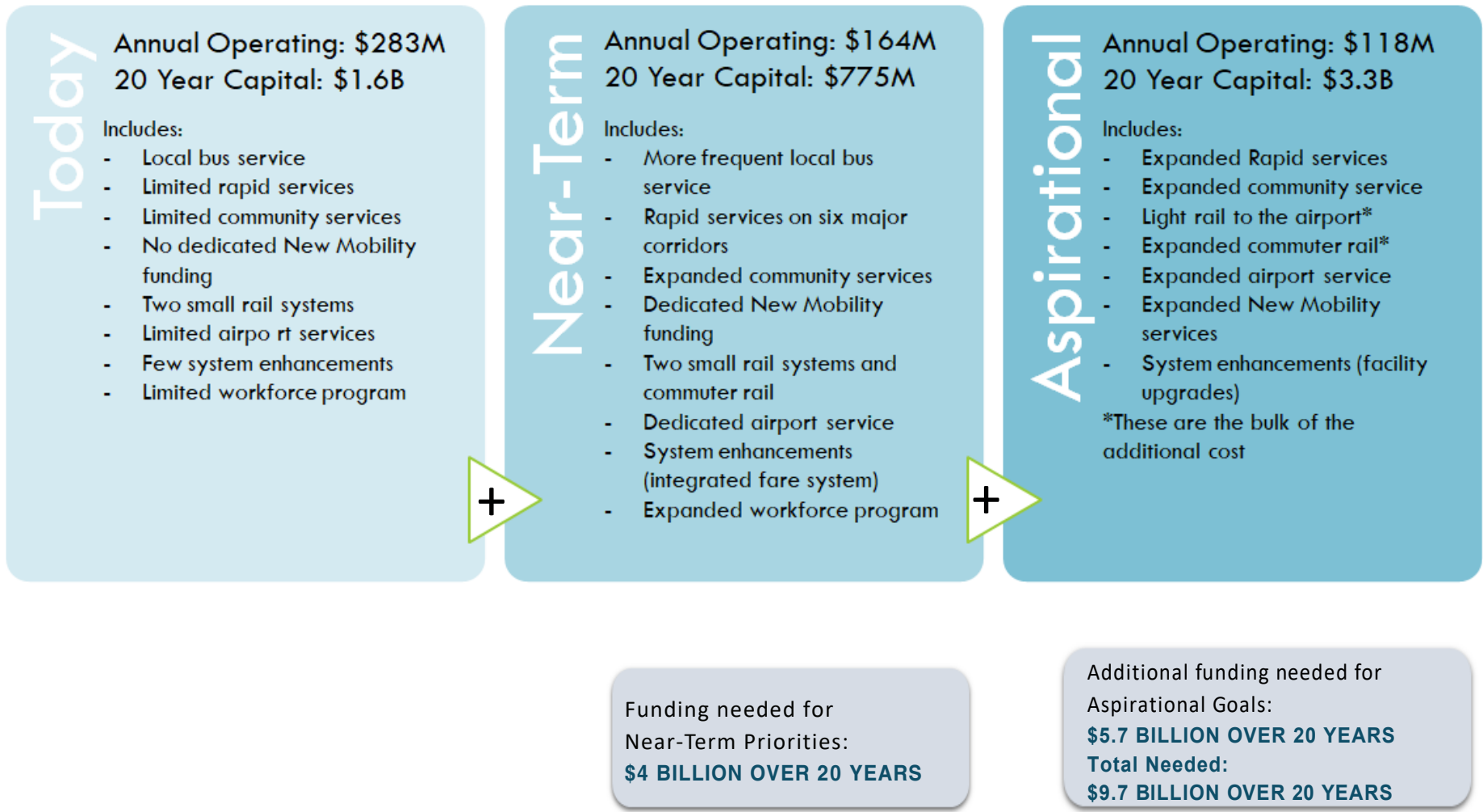
The pursuit of talent is something that is a region-wide need and not something specific to the transit and mobility industry. Our region’s workforce is not growing through organic measures, nor are we experiencing a net migration of new employees entering the region’s workforce. As a result the supply of employees trained and ready to work is not keeping pace with the demand. To address this labor shortage, a concentrated effort is needed to identify those individuals not currently in the workforce and provide them with the training and opportunities to fill future transit and mobility jobs. Many are already working in this space, as such we should seek to partner with those already delivering these services to implement both near-term and aspirational goals.



## Aspirational goals

- Improve the overall image of a transit career.
- Develop performance metrics for recruitment and retention strategies.
- Development of a benchmarking process that encourages continues improvement.
- Evaluate regional employee incentive programs that can be used to help retain excellent workers exceeding customer expectations.

20 Year Investment Priority Comparison



What Level of Future Investment Is Appropriate?

The RTA is seeking feedback on the appropriate investment levels that should be included in the region's 20-year Master Transit Plan. The diagram above illustrates the three different scenarios of investment that the RTA has heard to date:

- 1.) existing levels of investment
- 2.) two levels of expanded investment
  - a.) near-term priorities
  - b.) aspirational goals

When combined the 8 broad investment priorities presented on the previous pages make up the basis of a regional mobility program that can be implemented over the duration of the Master Plan horizon (20 years). Of course, implementation requires financial resources that would need to be secured from a number of potential sources and many other administrative, regulatory, and other governance approvals actions that would need to be spelled out clearly in a future Comprehensive Implementation Plan.

Provide Your Feedback

Provide your input by visiting this link to rank the 8 different investment priorities and provide your feedback on the draft vision:

<https://semirtamasterplan.metroquest.com/>

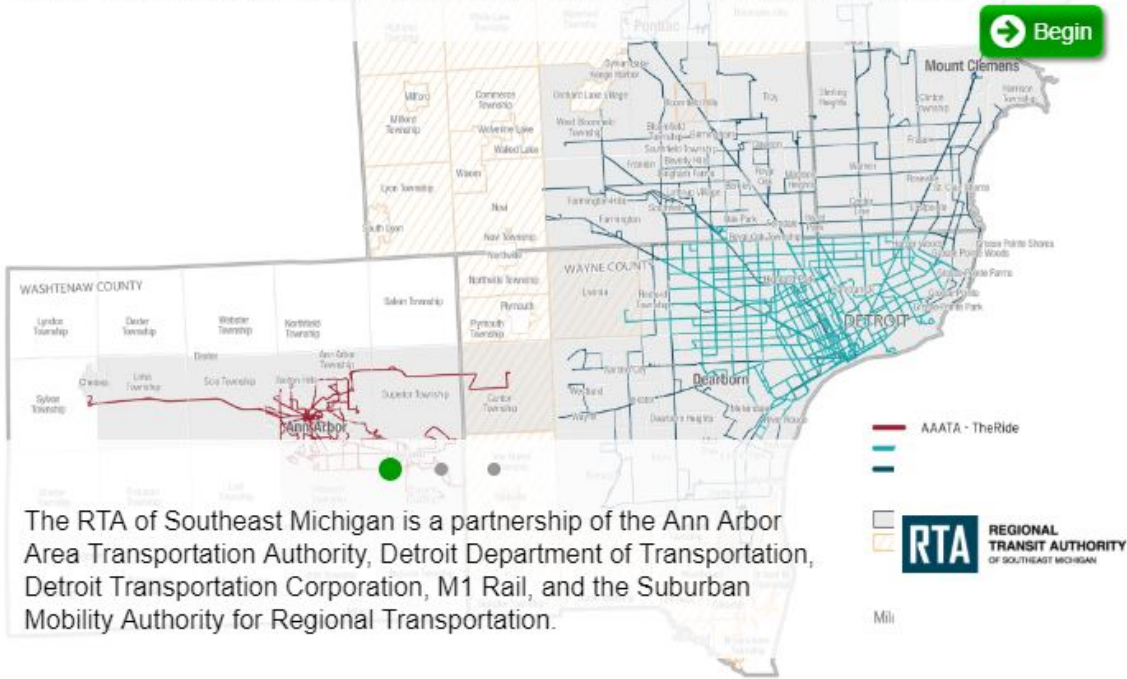


✓ We Need Your Input!

WELCOME

HELP SHAPE THE FUTURE OF MOBILITY IN OUR REGION

The RTA of Southeast Michigan is updating the Regional Transit Master Plan. This plan will impact how people get around for years to come, especially people who don't drive. The plan will include mobility options such as buses, trains, scooters, shuttles, and more. We need your input about where you want to go and how you get there.



The RTA of Southeast Michigan is a partnership of the Ann Arbor Area Transportation Authority, Detroit Department of Transportation, Detroit Transportation Corporation, M1 Rail, and the Suburban Mobility Authority for Regional Transportation.

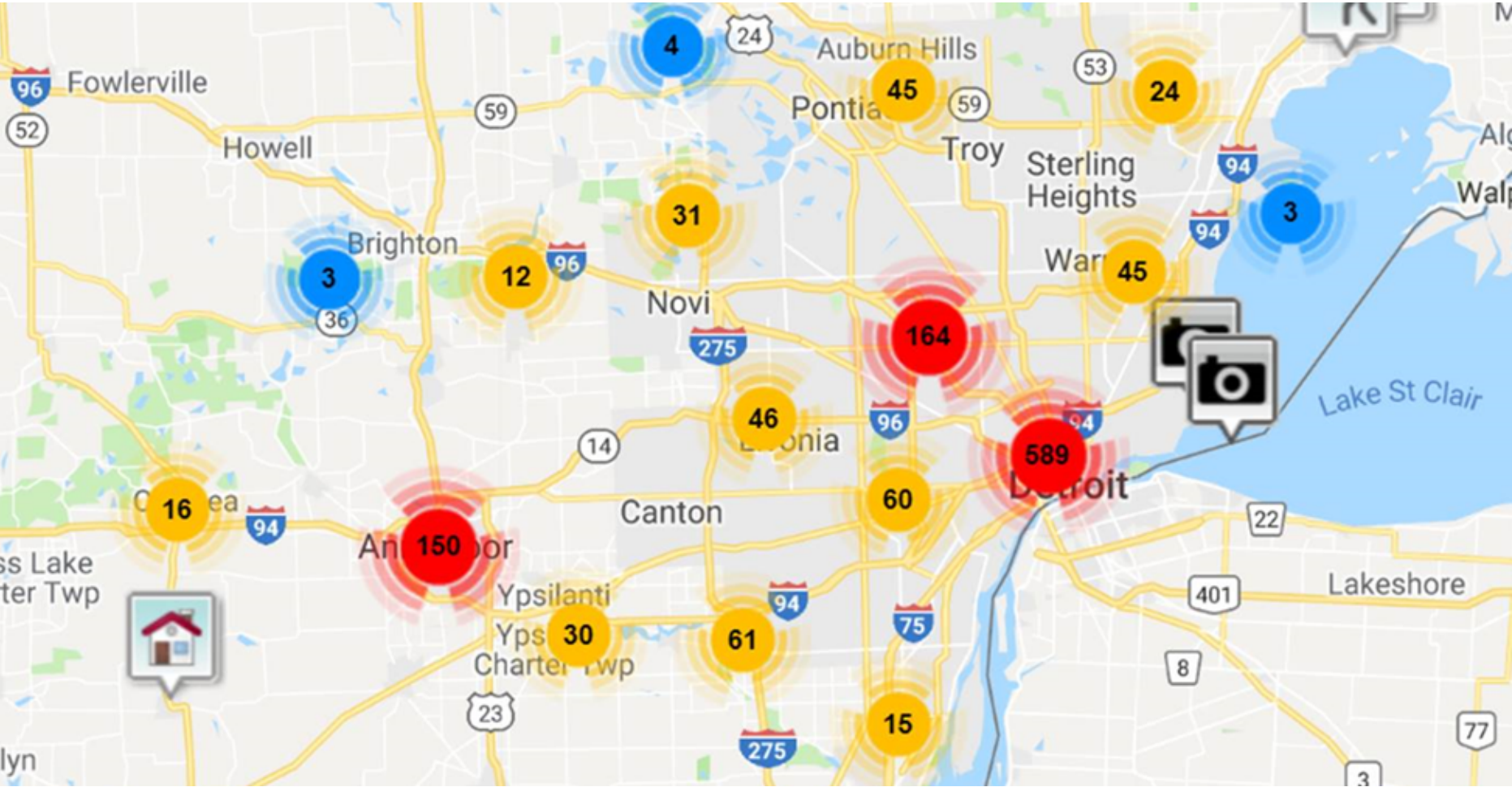
2 VISUAL PREFERENCE

3 PRIORITY RANKING

4 MAP MARKERS

5 WRAP UP

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<https://semirtamasterplan.metroquest.com/>



# Regional Master Transit Plan (RMTP) vs. Comprehensive Implementation Plan (CIP)



## REGIONAL MASTER TRANSIT PLAN

Sets the strategic and comprehensive Regional Transportation Vision for the entire RTA region

20-year planning horizon (2020-2045)

Covers the entire four-county RTA region (Wayne, Macomb, Oakland, and Washtenaw counties)

Sets policies/priorities for transit and mobility investments

Identifies strengths and weaknesses of existing systems

Identifies program-level opportunities for system-wide improvement

Is not a fiscally-constrained document

Identifies regional funding needs

Consistent with Master Plans, Comprehensive Operational Analysis, and Strategic Plans developed by local public transit providers

Consistent with the SEMCOG Regional Transportation Plan

Updated approximately every five years

## COMPREHENSIVE IMPLEMENTATION PLAN

Identifies specific projects/service levels to be implemented in defined areas across the RTA region

20 years of investment broken into five-year increments

Investments across the entire region or in smaller, defined service areas

Identifies a specific list of expanded or new services/projects

Is used to set proposed ballot referendum questions (e.g. millage rates)

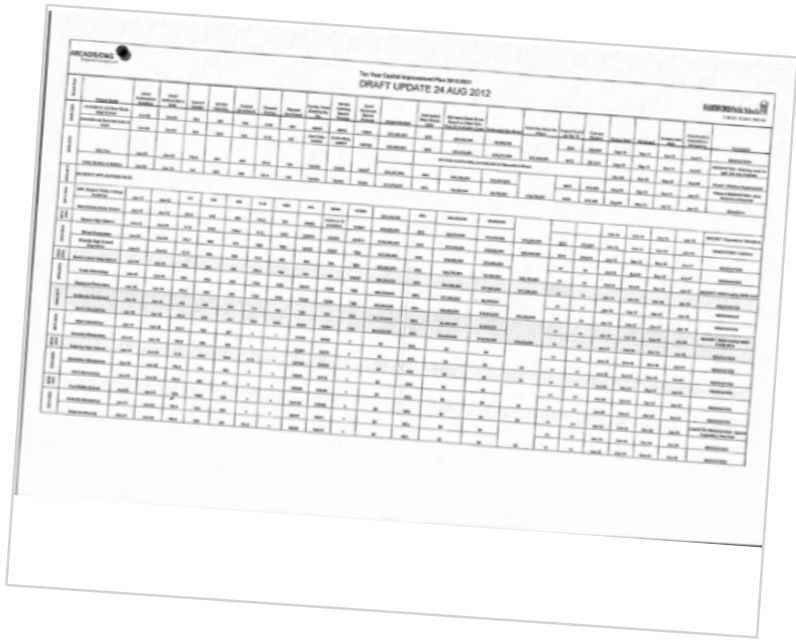
Is used to assure 85% compliance consistent with RTA state enabling statute (e.g. ROI calculations)

Is fiscally-constrained based on known available federal, state, and local resources

Identifies specific project/program costs

Consistent with RMTP and other public provider projects that are included in the SEMCOG TIP

Updated annually to provide a rolling five-year list of committed projects and service levels



*The RTA's mission is to manage and secure transportation resources that significantly enhance mobility options, to improve quality of life for the residents and to increase economic viability for the region.*



**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

## RTA Staff Report

**August 2019**

### Program Updates

- **Master Plan Update** – Continued working with technical team to develop vision document. Draft RMTTP update will be available for Board of Directors review by late September. Continued working on Benefits Chapter, Implementation & Next Steps Chapter, including financial planning elements.

Have received almost 500 comments from the MetroQuest online communication tool since it went live on July 12<sup>th</sup>. Continue to promote the survey through social media and outreach sessions held in conjunction with Board of Directors meetings.

Oct. 2018	January 2019					10/2019
Scoping	Planning began	25%	50%	75%	100%	Adoption

- **State of Michigan Mobility Grant** – Narrowed design to preferred mobile app design. Vendor specifications were sent out to 10 different vendors to determine market interest. Received feedback from 9 vendors that they are interested in participating in vendor match session with the Partnership Team. Vendor Match Session is scheduled for August 28-29<sup>th</sup> with the goal of identifying a preferred vendor to enter into the development phase.

January 2019	January 2019	25%	50%	75%	100%	6/2020
Grant Award	Procurement	User Discovery/Design	Software Evaluation	Development	Testing	Evaluation/Closeout

- **Fare Study Update** – LTK presented their final deliverables at the August 8<sup>th</sup> PSCC meeting. Project close out will occur by August 17<sup>th</sup>.

April 2017	June 2017					Aug 1. 2019
Procurement	Planning began	25%	50%	75%	100%	Completion/Closeout



- **Coordinated Human Services Transportation Plan (CHSTP) Update** – NTP issued on August 12, 2019 with Nelson Nygaard (N\N). Kick-off meeting will be held with the CHSTP Study Team on August 19<sup>th</sup>. Individual interviews with Public Transit Providers and other regional stakeholders will be held August 19-August 20.

January 2019	August 2019				Sept. 2020	October 2020
Procurement	Contracting/NTP	25%	50%	75%	100%	Pilot Phase

- **FTA Triennial Audit** – No update this month. Only one outstanding finding remains (Indirect Chargers). Still waiting on FTA for any comments on this finding. Staff will keep the Board of Directors updated once a formal response is received from the FTA on our responses.

August 2018	January 2019	April 2019	May 2019	TBD
Held Triennial Review	Responded Findings	Responded to FTA comments	Addressed second round of comments	Complete

- **Woodward MOD Grant** – Executed contract with AECOM on July 25, 2019. Met with AECOM to discuss starting study with the original scope of work. Kick-off meeting will be held on August 21<sup>st</sup>. Continue working on identifying and notifying local stakeholders, who will be active in the 12-month study.

January 2019	July 2019					August 2020
Procurement	Contracting/NTP	25%	50%	75%	100%	Pilot Phase

- **Ann Arbor to Detroit Earmark** –FTA responded in July that the RTA's proposed request to repurpose the original earmark to be used for advancing an Ann Arbor to Detroit Commuter Express Pilot project in partnership with AAATA was denied. As a result of this decision, staff has prepared RFP# 2019-006 to complete a review of the AA to Detroit Cost Estimate and conceptual layout analysis for potential modifications at both the east and west ends of the corridor.

On-going						TBD
Procurement	Contracting	25%	50%	75%	100%	Closeout



- **Data Management Demo** –Executed the Swiftly pilot with SMART and M-1 RAIL effective May 17, 2019. MDOT executed the master agreement with the RTA in July. Training has been completed and both agencies are using software successfully. Will continue to work with SMART and M-1 RAIL/MDOT to evaluate effectiveness.

Jan. 2019	May 2019					6/2020
Procurement	Contracting	25%	50%	75%	100%	Closeout

#### Additional Activities:

- Prepared FY 2020 Budget, For Public Review based on comments and feedback provided by the BoD at previous committee meetings. Following the August 15 BoD meetings, the RTA will distribute the draft budget and solicit comments from our state and regional partners.
- Updated DBE Goal for FY2020-FY2022 consistent with FTA Office of Civil Rights guidance. Currently soliciting feedback on proposed 3-year goal which is proposed to be 8.26%
- Enabling Legislation Changes – No Update this Month. Received LSB approval on the draft RTA submitted. Have submitted the legislation and requested a blueback. Continue to coordinate closely with Dusty Fancher on a potential sponsor for introduction.
- Pilot Studies - Continue to pursue funding and meet with potential stakeholders regarding two possible future pilots: AA-Detroit Commuter Express (worked with AAATA to develop a draft scope of work and RFP to solicit responses, once funding is identified) and Municipal Pilot Program. This later pilot is on-hold pending a determination of potential funding that MDOT might be able to make available to the RTA. Will continue to monitor the state budget situation and work with potential partners (State of Michigan, Planet M, and SMART) to develop a Municipal Pilot Program to implement a series of pilot projects around the region that would provide expanded:
  - Express Service
  - New Mobility Services
  - Regional Coordination Services

If funding can be identified, it is envisioned that the pilot projects would be operational in early 2020.

- World Economic Forum Study – Met with representatives of the World Economic Forum who are working with the city of Ann Arbor, city of Detroit and the city of Windsor to develop an economic study. Outcomes are expected to identify mobility gaps and how public and private partnerships can come together to close these gaps, including the possibility of a future partnership with 2-3 major employers in the region to sponsor commuting routes.

- Workforce Development Task Force – Sent out Task Force Invites to Public Transit Providers. Also participated in a meeting with representatives of SMART and Goodwill Detroit to discuss possible synergies between Goodwill’s workforce development programs and SMART’s employment needs.

### *Staffing*

MSU Innovate Gov interns Fletcher Coil and Paolo Guarano completed their internship at the RTA. Thank you to both Fletcher and Paolo for their contributions to the RTA and to the MSU Innovate Gov program for working with the RTA again!

Backoffice Human Resources Support – Plan to execute a contract with DCR, a DBE Backoffice Human Resources Company who will support the RTA with a co-employment relationship and Employer of Record responsibilities. Specifically, DCR will provide the RTA with: Human Resource Consultation and Assistance, Payroll Administration (electronic payroll which will eliminate the existing manual process), Benefits Administration and Employee Support, Workers Comp Administration Safety Program Support and Consultation, and 401 Retirement Plan management services.

### *Making A Difference*

DDOT and SMART were successful in their join application to FTA’s FY2019 Low or No Emissions Program! DDOT and SMART were awarded \$2.6 million for the purchase of 4-6 electric buses to test the longer-term viability of this alternative vehicle delivery system. Congrats to both on their continued pursuit to bring innovation to the region.